**2.2.13 Records & File Retention**

Issued By: Executive Director

Effective Date: October 01, 2008

Updated: June 15, 2017

As per Territorial Standards, Belkin House records and files will be kept secure in a locked file cabinet and locked office or storage room and retained according to the following (note: All documents, worksheets, logbooks and other records containing “Protected B (CSC)” information remain the property of CSC and are subject to contractual requirements):

ALL RECORDS ARE TO BE RETAINED FOR A MINIMUM OF SEVEN (7) FISCAL YEARS (including the current fiscal year), except as described below:

1. All employment records, payroll registers and payroll-related data will be retained for seven years,

2. All year-end working papers should be retained for a minimum of two fiscal years

3. All General Correspondence should be retained for a minimum of 3 fiscal years

4. All Audit Reports should be retained for a minimum of 10 fiscal years

5. All written record and files for each resident should be retained for a minimum of 20 fiscal years

6. RECORDS TO BE KEPT PERMANENTLY

* Annual Balance Sheets
* Documents of Incorporation
* General Ledgers
* Signed copies of Minutes
* Pension Records
* Receipt Registers
* Statistical Reports
* Year-end Statements & the History Book