



## Records Retention Policy

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SpecNet retains records at the following temporal levels:

- Audit reports of accountants: Permanently
- Bank statements: 10 years
- Cash books: 10 years
- Checks (canceled, with exception below): 10 years
- Checks (canceled, for important payments; i.e., taxes, purchase of property, special contracts, etc.): Permanently
- Computer files: Permanently
- Correspondence, general: 4 years
- Correspondence (legal and important matters): Permanently
- Donation records of endowment funds and of significant restricted funds: SpecNet does not accept endowment or significantly restricted funds
- Donation records, other: 10 years
- Duplicate deposit slips: 10 years
- Expense analyses and expense distribution schedules: 10 years
- Financial statements (end-of-year): Permanently
- General ledgers and end-of-year statements: Permanently
- Internal reports, miscellaneous: 3 years
- Invoices from vendors: 10 years
- Journals: 10 years
- Minute books of Board of Directors, including Bylaws and Articles of Incorporation: Permanently
- Subsidiary ledgers: 10 years
- Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of tax liability: Permanently
- Data and metadata records: Permanently
- Volunteer records: 3 years