



Kansans for Life (KFL) Financial Policy
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Policy Title: Kansans for Life Financial Policy on Document Retention
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Financial Procedure Manual Section: Document Retention

Policy Statement:

Kansans for Life, Inc. is committed to responsible fiscal management. The entire organization, including the Board of Directors, KFL staff, and board approved volunteers, will work together to make certain that all financial matters of the organization are addressed with care, integrity and in the best interest of Kansans for Life, Inc., and its donors.

Purpose:

- The purpose of the Kansans for Life policy on document retention is to provide guidelines for the Board of Directors and KFL staff, about KFLs goals and aims on making financial decisions and reporting the financial status of Kansans for Life, Inc., and related organizations.
- The inclusion of the document retention section in the KFL the Financial Procedure Manual is to provide procedures related to the responsibilities of the KFL Board of Directors, the KFL Executive Director, KFL staff and volunteers of KFL for effective management of Kansans for Life, Inc., and related organizations' executive activities.

Scope:

The Financial Policy- Document Retention applies to the KFL Board of Directors, the KFL Executive Director, KFL staff and volunteers of KFL. The Board of Directors of Kansans for Life, Inc. will provide oversight of document retention activity.

Responsibility and Enforcement

- The KFL Executive Board President monitors the activity of the Executive Director and ensures that required documents are noted in the Board meeting minutes.
- The KFL Comptroller and KFL Treasurer coordinate with the Executive Director to ensure financial activity and reports are completed and documented.
- The KFL Operations Leadership handles the custody and oversight of KFL Executive Board meeting minutes and reports.
- Procedures related to this policy are in the Kansans for Life, Inc. Procedure Manual, section Executive Director Responsibilities.

Policy:

- All document retention activity will be monitored by KFL Operations Leadership and documented in the KFL Executive Board meeting minutes.
- Procedures related to this policy are in the Kansans for Life, Inc. Procedure Manual, section Document Retention.
- Responsibilities of the Executive Director document retention: see policy Document Retention

Document Retention Procedures

Approved Security Methods

- Shredding of documents and files is the approved method for destruction
- Passwords are not to be shared between staff or others regardless of position or non-disclosure status. KFL Operations Leadership is the only exception to this rule.
- The contracted KFL IT person(s) is the authority to hold computer and software credentials. This includes the right to log into staff computers to assist with staff issues or to pull data per KFL Executive Director or Operations Leadership requests.

KFL Disbursements Retention

- All current and the previous two years' paid invoices and receipts will be kept by KFL Operations Leadership, in their respective locked office, using a locked file cabinet.
- Older invoices and receipts will be transferred to labeled storage boxes and kept for seven years after the date of purchase.
- KFL disbursement documents will be destroyed after a seven-year retention period, at the end of the respective calendar year.

KFL Bank Statement Retention

- All current and the previous two years' bank statements and supporting documents will be kept by KFL Operations Leadership, in their respective locked office, using a locked file cabinet.
- Older bank statements and supporting documents will be transferred to labeled storage boxes and kept for seven years after the date of record.
- Bank statements and supporting documents will be destroyed after a seven-year retention period, at the end of the respective calendar year.

Receipt of Donations Document Retention

- All current and the previous two years' donation receipts and supporting documents will be kept by KFL Operations Leadership, in their respective locked office, using a locked file cabinet.
- Older donation receipts and supporting documents will be transferred to labeled storage boxes and kept for seven years after the date of donation.
- Donation receipts and supporting documents will be destroyed after a seven-year retention period, at the end of the respective calendar year.

Donations to Chapters Document Retention:

- All current and the previous two years' chapter donation documents and supporting documents will be kept by KFL Operations Leadership, in their respective locked office, using a locked file cabinet.
- Older chapter donation receipts and supporting documents will be destroyed after a seven-year retention period, at the end of the respective calendar year.

Human Resources Document Retention

- Employee records and supporting documents will be destroyed after a seven-year retention period, at the end of the respective calendar year, after employee termination.
- KFL Operations Leadership handles the destruction of all employee files.

Responsibilities of the Board of Directors Document Retention

- All board members' required documents will be kept by KFL Operations Leadership, in their respective locked office, using a locked file cabinet.
- All financial documents will be kept by KFL Operations Leadership, in their respective locked offices.

Responsibilities of the Executive Director's document retention:

- All documents related to the responsibilities of the Executive Director are recorded in the KFL Executive Board meeting minutes and kept by the KFL Operations Leadership, in their respective locked offices.