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5 **DMTF Document Retention and Destruction** 6 **Policy**

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Introduction

46 This document describes the DMTF record retention and destruction policies.

47 This document was prepared by the Executive Committee.

48 DMTF is a not-for-profit association of industry members dedicated to promoting enterprise and systems
49 management and interoperability. For information about the DMTF, see <http://www.dmtf.org>.

DMTF Document Retention and Destruction Policy

1 Roles and responsibilities

This clause of the document defines the roles and responsibilities of the DMTF Document Retention and Destruction Policy.

In the event that the Executive Director is unavailable, the Secretary (and if they are the same person, the Assistant Secretary) may temporarily act in their stead with respect to the processes defined in this document provided at least three other DMTF Executives have given their approval. This document is also subject to the rules and responsibilities specified in DSP4014.

2 Retention and destruction policy

The *DMTF Document Retention and Destruction Policy* addresses the retention and destruction of records pertaining to corporate governance; corporate finance and operations; and correspondence and records related to member contributions to the creation of specifications and standards. Where discrepancies occur (for example, correspondence relevant to a standard), the longer of the two retention periods shall apply.

The definitive official copies of documents stored on paper media are stored at the headquarters office. Documents stored in electronic or digital form will be maintained on servers or devices under the control of DMTF.

Documents under the control of DMTF in whatever form shall be retained according to the DMTF Record Retention Schedule (see Table 1). Destruction shall mean any of deletion, recycling, or discard. Secure destruction shall mean any of incineration, shredding, or secure erasure as appropriate to the storage media type. DMTF may or may not destroy or securely destroy nondefinitive or duplicate copies at any time.

DMTF management will, under guidance of DMTF counsel, circulate staff communications directing the suspension of any destruction of paper or electronic documents when appropriate, relevant to any ongoing or anticipated government investigations, proceedings, or litigation; or when DMTF has received a mandatory order to produce information. Thereafter, routine document destruction can only resume with approval of DMTF counsel.

DMTF staff, under the direction of the Executive Director, will execute this policy as s/he instructs.

A one-time review of all document types will be conducted before September 2015 to identify those records that should have already been destroyed and to implement a procedure by which timely document destruction can be accomplished.

3 DMTF record retention schedule

"Indefinite" means that records are never destroyed and that measures are in place to avoid accidental or attempted deliberate destruction.

"x Years" means that records MAY be destroyed x years after the most recent modification or amendment to the record and SHOULD be destroyed as soon thereafter as is administratively feasible.

All references refer to records maintained by DMTF and not those that may be retained by third parties.

Table 1 – DMTF record retention schedule

DOCUMENT CATEGORIES		
DOCUMENTS	PERIOD OF RETENTION	SECURE DESTRUCTION
CORPORATE GOVERNANCE		
Amendments	Indefinite	
Annual Reports	Indefinite	
Articles of Incorporation	Indefinite	
IRS Form 1023 and Letter of Determination	Indefinite	
Bylaws, Charter, Minute Books	Indefinite	
Board Policies	Indefinite	
Board Meeting Minutes and Resolutions	Indefinite	
Contracts – After Expiration or Termination	Indefinite	
Insurance Policies	Indefinite	
Insurance Records: Accidents, Claims, etc.	Indefinite	
Leases – Premises and Real Property	Indefinite	
Leases – Equipment and Personal Property	Indefinite	
Licenses – All categories of Intellectual Property, including patents, copyrights, trademarks, trade secrets, separately conveyed or embodied in technical data, software, and know-how	Indefinite	
Legal and Tax Correspondence	Indefinite	
Copyrights, Patents, Trademark Registrations	Indefinite	
Deeds, Mortgages, and Easements in Force	Indefinite	
Memoranda of Understanding	Indefinite	
AUDIT/TAX		
IRS Form 990	Indefinite	
Annual Tax Filings (State and Other Required Filings)	Indefinite	
Tax Returns and Working Papers	Indefinite	
Audit Report and Financial Statements	Indefinite	
Monthly Operations Reports	Indefinite	
IRS Form 1099 (Fees Paid to Professionals)	7 Years	Required
W-2 Statements, Payroll Tax Returns	7 Years	Required

DOCUMENT CATEGORIES		
FINANCIAL RECORDS		
Chart of Accounts	Indefinite	
Accounting Policies and Procedures	Indefinite	
General Ledgers and Journal Entries	Indefinite	
Annual Trial Balances	Indefinite	
Capital Stock and Bond Records	Indefinite	
Checks for Taxes, Capital Purchases. Important Contracts	Indefinite	
Depreciation Schedules	Indefinite	
Contracts and Agreements in Force	Indefinite	
Contracted Staff Contracts and Renewals	Indefinite	
Sponsorship and Alliance Agreements	7 Years	
Donations and Donor Acknowledgements	Indefinite	
ACCOUNTING RECORDS		
Payroll Registers	Indefinite	
Accounts Payables Ledgers	7 Years	
Vouchers for Payments to Vendors, Employees, etc.	7 Years	
Vendor Contracts	7 Years	
Purchasing Correspondence, Purchase Orders	7 Years	
Expense Reports	7 Years	
Credit Card receipts	3 Years	
Accounts Receivables Ledgers	7 Years	
Invoices and Other Sales Records	7 Years	
Cash Receipt Records	7 Years	
Deposit Slips/Cancelled Checks	7 Years	
Checks Other Than Those Described Above	7 Years	
Bank Reconciliations	3 Years	
Bank Statements	10 Years	
PERSONNEL INFORMATION		
Employee Handbook	Indefinite	
Employee Offer Letters	Indefinite	

DOCUMENT CATEGORIES			
	Employee Personnel Files	7 Years	Required
	Job Applications and Pre-employment Background Checks for non-hires	3 Years	Required
	Job Applications and Pre-employment Background Checks for hired employees	7 Years after termination	Required
	Personnel Files, Terminated	7 Years after termination	Required
	Payroll Records, Timesheets	7 Years	Required
	Employee Performance Reviews, Documentation	7 Years	Required
	Job Descriptions and Salary Ranges	7 Years	Required
	Employee Withholding Tax Statements	7 Years	Required
	Employee Disability Benefits Records	7 Years	Required
	Employee Benefit Enrollments	7 Years	Required
	Workers Compensation Records	7 Years	Required
MANAGEMENT PLANS AND PROCEDURES			
	Strategic Plans	7 Years	
	Disaster Recovery Plans	7 Years	
GENERAL			
	General Correspondence including Email	Same duration as related category; otherwise, no sooner than 2 Years	
	Requisitions	2 Years	
TECHNICAL BODY and MEMBERSHIP RECORDS			
	Membership Agreements	Indefinite	
	Charters and Rules of Procedure	Indefinite	
	Member Participation Records	Indefinite	
	Email	Indefinite	
	Documents	Indefinite	
	Meeting Minutes	Indefinite	
	Approved Standards	Indefinite	
	Voting Records	Indefinite	
	Public Comments	Indefinite	

DOCUMENT CATEGORIES			
	All Work In Progress Information, draft Documents, and Materials	Indefinite	
	IPR Declarations and Statements	Indefinite	

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ANNEX A
(informative)

Change log

Version	Date	Description
1.0.0	2016-01-20	
1.1.0	2016-11-21	Clarified roles and responsibilities. Cleaned up the introduction for consistency.

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