

Document Retention Guidelines for Siri Singh Sahib Corporation

Rev. August 9, 2025

<u>Type of Record</u>	<u>Retention Period</u>
1. Governing documents (Articles of Incorporation, Bylaws, IRS Determination Letter, Board Policies)	Permanently
2. Board meeting minutes, resolutions	Permanently
3. Audit reports, financial statements (year-end)	Permanently
4. Tax returns (Form 990) and supporting documents	7 years minimum, preferably permanently.*
5. Grant applications and contracts (successful)	7 years after completion
6. Grant applications (unsuccessful)	3 years
7. Payroll records and employment tax records	7 years
8. Personnel files (after termination)	7 years
9. Donor records and acknowledgments	7 years
10. Bank statements, canceled checks, invoices	7 years
11. Leases and contracts (expired)	7 years after expiration
12. Insurance policies (expired)	10 years after expiration**
13. Legal correspondence and litigation records	Permanently (if precedent-setting) or 10 years after resolution
14. Grant reports and compliance documentation	7 years after grant closeout

*IRS generally requires 3 years for **Form 990**, Oregon Department of Revenue recommends **retain for 4 years after the filing date**.

****Oregon compliance:** Certain liability claims can arise years later. For general liability, Oregon's **statute of limitations** for personal injury is 2 years; for property damage 6 years; for professional liability can be longer.

- Drafted in accordance with Oregon nonprofit statutes (ORS 65.001–65.373) and IRS guidelines, plus typical best practices.

Drafted in collaboration with Chatgpt on July 21, 2025