



Food On The Move, Inc. Retention Policies & Procedures

The following items will be kept on **permanent record** with Food On The Move and will not be destroyed:

Corporate documents

- All annual reports to the secretary of state and/or attorney general
- Food On The Move articles of incorporation
- Board of Director meeting minutes
- Board of Directors policies, resolutions, and bylaws
- Fixed asset records
- Federal IRS tax exemption status and IRS determination letter
- Oklahoma State sales tax exemption letter

Accounting and corporate tax records

- Annual audits and year-end financials
- Depreciation schedules
- IRS documents and 990 tax returns

Payroll and employment tax records

- All payroll and employment tax records
- State employment tax records
- All payroll records

Human Resources

- New employment and termination agreements

Legal, insurance and safety records

- Appraisals
- Copyright registrations
- Environmental studies
- Insurance policies
- Real estate documents
- Trademark registrations

The following items will be kept on **file for 7 years** with Food On The Move from initiation date:

Corporate documents

- Contracts

Accounting & Corporate Tax Records

- All general ledgers
- Business expense records
- IRS 1099 Form
- Journal entries
- Invoices

Bank records

- Check registers of all accounts
- Bank deposit slips
- Bank statements and reconciliations
- Electronic fund transfer documents

Payroll and employment tax records

- Garnishment records
- Payroll tax returns
- W-2 statements

Human Resource

- All records relating to promotions, demotions, or discharges

The following items will be kept on **file for 5 years** with Food On The Move from initiation date:

Accounting and corporate tax records

- Sales records (books)

Human Resource

- Accident reports and workers' compensation
- Background screenings, drug test results, driving records, and employment verifications

Legal, Insurance and safety records

- OSHA documents

The following items will be kept on **file for 4 years** with Food On The Move from initiation date:

Corporate records

- General correspondence

Accounting and corporate tax records

- Petty cash vouchers
- Cash receipts
- Credit card slips

Bank records

- Employment tax records at least 4 years after filing the year's 4th quarter taxes

Human Resource

- Resume's, employment applications and related materials (including interview notes) for employees who are hired
- Resume's, employment applications and related materials (including interview notes) for applicants who were not hired
- Timesheets, compensation history and job history
- I-9 forms
- Performance appraisals and disciplinary action documents

Legal, Insurance and safety records

- General contracts