

FRONT RANGE EQUINE RESCUE
Records Retention Policy

The following Records (document) Retention Policy was approved by the Board of Directors as of January 1, 2010.

All documents and records are stored at the main Larkspur location for Front Range Equine Rescue. Financial statements, audited financials, IRS990 and all other related tax filings and documentation can also be found at the offices of Speed and Company in Colorado Springs as well as Auer, Hilderbrand, Woodley & Sanders located in Colorado Springs.

As discussed with legal counsel, Front Range Equine Rescue keeps all records for a period of seven (7) years unless otherwise noted:

Accounts payable ledgers and schedules: 10 years
Accounts receivable ledgers and schedules: 10 years
Audit reports of accountants: Permanently
Bank statements: 10 years
Capital stock and bond records: Permanently
Checks (canceled, except as noted below): 10 years
Checks (canceled, for important payment/purchase such as property, special contracts, equipment, etc.) – Permanently
Contracts and leases (expired): 7 years
Contracts and leases in effect: Permanently
Correspondence (general): 2 years
Correspondence (legal or important matters): Permanently
Depreciation schedules: 7 years
Donation records: Permanently
Deposit slips: 10 years
Employee personnel records (after termination): 7 years
Employment applications: 2 years
Expense reports (i.e., reimbursements): 7 years
Financial (year end) statements: Permanently
General ledgers/end of year statements: Permanently
Insurance policy(ies) and records: 7 years
Internal reports (miscellaneous): 3 years
Inventories (products, supplies): 3 years
Invoices from vendors: 7 years
Minutes (board meetings, bylaws, amendments, articles of inc.): Permanently
Payroll records/summaries: 10 years
Tax returns (worksheets, related documents): Permanently
Time sheets (contract labor, part-time hourly): 3 years
Volunteer/visitor records (liability forms): 2 years

Note: All permitted document destruction shall be halted if the company is being investigated by a government law enforcement agency. Routine destruction shall not resume without the written approval of either legal counsel or the CEO.