

EVA'S VILLAGE, INC.

DOCUMENT MANAGEMENT POLICY

Permanently

Articles of Incorporation

By Laws

Application for Exemption

Audit reports of accountants

Tax Returns

Investment Statements

Checks (canceled, for important payments; i.e., taxes, purchase of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction])

Land and Building Purchase and Sale Information

Donation records of endowment funds and of significant restricted funds

Contracts and leases still in effect

Correspondence (legal and important matters)

Mortgage Paperwork

Minute books of Board of Directors

Seven Years

Accounts payable ledgers and schedules

Accounts receivable ledgers and schedules:

Bank statements

Cash books

Checks

Contracts and leases (expired)

Depreciation schedules

Donation records, other

Duplicate deposit slips

Employee personnel records (after termination)

General ledgers and end-of-year statements

Invoices from vendors

Time sheets and cards

Payroll records and summaries, including payments to pensioners

Voucher register and schedules

Three Years

Employment applications

Two Years

Correspondence, general

Warning: All permitted document destruction shall be halted if the organization is being investigated by a governmental law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel or the Chief Executive Officer.

All records to be held permanently and the current are retained at the Administrative Office located at 393 Main Street Paterson NJ

All records for the current year are held in the Main Administrative Building

All prior years records are held in storage at 393 Main Street, Paterson NJ 07501