

Tiger Haven, Inc.

Record Retention Policy

Tiger Haven, Inc. (“THI”) takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records THI may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the office manager or to the Director.

From time to time, the Director may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Director.

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate Resolutions	Permanent
	Board Minutes	Permanent
	Conflict of Interest disclosure forms	5 years
Finance and Administration	Financial Statements (audited)	7 years
	Auditor Letters	7 years
	Payroll records	7 years
	Check Register and/or checks	7 years
	Bank Statements	7 years
	General Ledgers and journals (including reconciliations)	7 years
	Investment performance reports	7 years
	Contracts and Agreements	7 years after obligations end
	Correspondence – General	3 years

Insurance Records	Policies	Permanent
	Accident reports	7 years
	Claims (after settlement)	7 years
Real Estate	Deeds	Permanent
	Property Tax records	7 years
Taxes	IRS 501(c)(3) determination and related correspondence	Permanent
	IRS Form 990	7 years
	Charitable Organization registrations	7 years
Human Resources	Employee Files	Permanent
	Workers Comp Claims (after settlement)	7 years
	Employee training materials	7 years after use ends
	Employee applications	3 years

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be either printed and saved in an appropriate file or moved to an archive computer file.

Document Destruction

The Director is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation or lawsuit.