

Sky Soldiers Foundation

Record Retention Policy

Policy: The Sky Soldiers Foundation shall retain records in an orderly fashion for the time periods that comply with the legal and government requirements.

Records Retention Guidelines: The following holding periods shall be used for the maintenance of the documents listed below:

Accounting Records:

Accounts Payable	7 Years
Accounts Receivable	7 Years
Audit Reports	Permanent
Chart of Accounts	Permanent
Depreciation Schedules	Permanent
Expense Reports	7 Years
Financial Statements	Permanent
Fixed Asset Purchases	Permanent
General Ledger and General Journals	Permanent
Purchase Orders & Correspondence	7 Years
Purchase Requisitions	2 Years
Tax Returns and Working Papers	Permanent
Trail Balance	Permanent

Bank records:

Bank Reconciliations	3 Years
Bank Statements	7 Years
Canceled Checks	7 Years

* All financial records will be destroyed by shredding them at the end of there retention period if not retained for a longer period of time.