



Policy: Records Retention and Disposition

ChildNet Number: CN 010.031

Original Approved Date: June 18, 2003

Policy Revised Date(s): February 9, 2005, March 2010, May 20, 2010

Policy Sunset Date:

COA Standard(s): RPM 6.02

Statement of Policy

This policy is enacted to ensure compliance with all applicable contract guidelines, State and Federal regulations, as well as to eliminate accidental or innocent destruction of records.

Scope

The scope of this policy encompasses all financials records produced and maintained by the ChildNet Finance Department.

Board Chair Signature: _____

Date: _____

10/29/10



Procedure: Records Retention and Disposition

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Original Approved Date: June 18, 2003
Procedure Revised Date(s): February 9, 2005, March 2010, May 20, 2010,
June 10, 2014
Procedure Sunset Date:
COA Standard(s): RPM 6.02

Definitions: None

Statement of Procedure:

- a. ChildNet's Policy applies to all financial records and all supporting documentation to the Financial statements. These records must be retained for at least six (6) years after termination of the Department of Children and Families (DCF) contract. If an audit has been initiated and audit findings have not been resolved after six years, the record is retained until the audit is completed or any litigation which may be based on the terms of the contract.
- b. Checks, contracts and leases with vendors, expense analysis and distribution, inventories, note receivable schedules, payroll and time sheets must be retained for at least six (6) years.
- c. Records are stored on ChildNet premises until it is determined that they are no longer required for day-to-day operations. At that point, records will be transferred to a Storage Facility in accordance with procedures established by the Department, and described in "*Children and Families Operating Procedure (CFOP) 15-4: Records Management*".

President's Signature:

Date: 06-25-14