

# Pujols Family Foundation Records Retention Schedule

	Retention Period		Retention Period
Bank reconciliations	10 years	Minute books of directors, bylaws, articles and exempt application form	Permanently
Payroll records and summaries	10 years		
Checks (canceled)	10 years	Personnel files (terminated)	10 years
Charts of accounts	Permanently		
Contracts, mortgages, notes and leases (expired)	10 years	Property appraisals by outside appraisers	Permanently
(still in effect)	Permanently		
Correspondence		Property records, including costs, depreciation reserves, depreciation schedules,	Permanently
(general)	2 years		
(contributions and routine)	10 years		
(legal and important matters only)	Permanently	Receipts	10 years
Deeds, mortgages, and bills of sale (current)	Permanently	Tax returns	10 years
Retirement and pension records	Permanently		
Determination letter	Permanently		
Employee W-2's, garnishments, applications, and payroll tax returns	10 years		
Financial statements	10 years		
General ledgers, year-end trial balance	10 years		
Grants records	10 years		
Insurance policies (expired)	3 years		
Insurance records, current, claims, policies, etc	Permanently		