

**DOCUMENT RETENTION POLICY
FOR
SUNSTONE MONTESSORI SCHOOL**

Transparency Policy

Sunstone Montessori School (SMS) seeks to be reasonably transparent in connection with its documents, consistent with good management procedures and with its confidentiality obligations, including those necessary to protect the privacy of various donors, contractors, employees, volunteers, students, and other persons. The Head of School must make SMS's Articles of Incorporation (together with all amendments or restatements), bylaws, Conflict of Interest Policy, Form 1023 (together with related correspondence with the IRS), and most recent Form 990 reasonably available to all appropriate persons who make a reasonable request for such information. The Head of School may comply with this policy by posting those documents on SMS's website or on any other appropriate website, subject to the Board's approval.

Board and Committee Minutes Policy

The Secretary must record minutes of all actions, meetings, and other proceedings of the Board and of each Board committee that exercises Board authority. The Secretary may delegate performance of that duty, but the Secretary must oversee and ensure the proper performance of any delegated duty.

Document Retention and Destruction Policy

SMS is committed to ensuring that all necessary records are retained as may be reasonably appropriate and as may be required by law, and that no unlawful record destruction occurs.

No officer, director, contractor, employee, or volunteer may knowingly destroy any document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any governmental agency.

Any person found to have knowingly violated this policy is subject to disciplinary action, up to and including discharge as may be appropriate under the circumstances.

Retention of Documents:

The following documents must be retained:

Type of Document	Minimum Retention
Account Register Printouts, year-end (QuickBooks)	6 years
Annual Report, Non-Profit Corporation (state filing)	Permanently
Audit reports	Permanently
Background Checks (current)	6 years
Background Checks (expired)	Permanently
Bank Account Information	Permanently
Bank Statements & Reconciliations	6 years
Bank Deposit Reports	6 years
Bank Check Documentation	6 years
Reconciliation Reports	6 years
Contracts (staff)	6 years
Contracts (Contractors - expired)	6 years
Contracts (Contractors - current)	Retain while in effect
Correspondence (legal and important matters)	Permanently
Database Posting Reports	6 years
Facility Contracts and Invoices	Permanently
Financial Assistance Applications	6 years
Financial Statements, year-end	Permanently
Insurance Policies (Expired)	Permanently
Insurance records, current accident reports, claims, policies	Permanently
Internal audit reports	Permanently
IRS application materials and exemption letter	Permanently
Minute books, bylaws, articles of incorporation	Permanently
Tax Returns and Worksheets	Permanently
State Tax Filings and Business License	Permanently

All documents are stored at SMS's office, except for general corporate records (minute books, bylaws, and articles of incorporation), which are stored by the Secretary.

SPECIAL FINANCIAL POLICIES

Review of Form 990. The Board must receive, review, and approve each IRS Form 990 before it is filed with the IRS.