



FULCRUM FOUNDATION RECORDS RETENTION SCHEDULE

VERSION 3.0 (2015)

FULCRUM FOUNDATION RECORDS RETENTION SCHEDULE

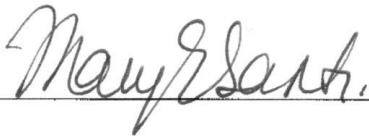
AUTHORIZATION:

Version 1.0 of the Fulcrum Foundation Records Retention Schedule has been approved by the following:



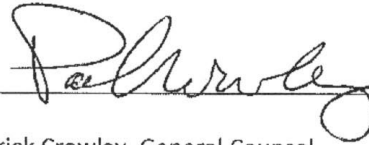
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(March 1, 2012)



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(March 1, 2012)



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(March 1, 2012)

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DOCUMENT HISTORY

TITLE: FULCRUM FOUNDATION RECORDS RETENTION SCHEDULE

PUBLICATION DATE: MARCH 2015

RELATED POLICIES, PROCEDURES, AND FORMS:

Transitory Records Policy (see [Appendix A](#))

REVISIONS:

Version	Date	Revisions
1.0	06/07/2012	Implemented Records Retention Schedule
2.0	05/05/2014	Annual Audit
3.0	03/13/2015	Annual Audit

REVIEW CYCLE: ANNUAL

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FULCRUM FOUNDATION RECORDS RETENTION SCHEDULE

TABLE OF CONTENTS

100 Administration, General..... 7

200 Grants and Scholarships..... 10

300 Financial 11

400 Marketing Materials 12

GLOSSARY: 14

APPENDIX A..... 17

APPENDIX B..... 20

EMAIL RETENTION

Emails are records which may contain evidence of official diocesan actions, decisions, approvals, or transactions. Emails do **NOT** have a blanket retention period. Like all records, they are scheduled according to the business or pastoral function to which they relate and not by their format. Virtually all of the records series listed in this schedule are likely to include emails. The *content* of the email determines whether and how long a particular email message should be retained. For example, if an email message is related to a project, then refer to the retention period for projects. Please review the Transitory Records Policy ([Appendix A](#)) for information on what type of material can be safely destroyed when obsolete or superseded. Please contact [Archives & Records Management](#) for more information.

LEGAL HOLDS: PRESERVING RECORDS DURING LITIGATION OR INVESTIGATIONS

When litigation, an audit, or investigation occurs or is reasonably anticipated, a written notice (referred to as a “Litigation Hold Notice” or “Legal Hold”) will be issued to appropriate staff. All records, whether official records, information copies, working documents, or transitory records, potentially relevant to the matter must be retained until the Litigation Hold is terminated. The effect of this notice is to freeze or suspend the destruction or alteration of records, electronically stored information, and other materials identified in the notice.

Records relevant to the matter may **not** be destroyed - even if the retention period in the *Schedule* has expired or expires during the Litigation Hold - until the action is resolved and a notice terminating the Hold has been issued. There are serious legal consequences for individuals that destroy or alter records under a Litigation Hold or know of a pending issue and do not halt destruction.

RECORDS NOT INCLUDED IN THE SCHEDULE

Working Documents - Working documents, including drafts, rough notes, revisions, etc., are not listed in this Schedule. Working documents may be destroyed once a final work product is produced, and there is no longer any reference needed.

Transitory Records - Records that only document information of routine, temporary, and short-term value, and are **not** needed as evidence of a business transaction and are **not** covered by a more specific records series on the Schedule.

Examples include:

- Chancery announcements and notifications
- Conference room schedules
- Miscellaneous notices or memoranda which do not relate to the functioning of the Chancery (employee meetings, holidays, etc.)
- Telephone messages that do not document a decision or action
- Letters of transmittal which do not add any information to the transmitted materials

The Chancery's [Transitory Records Policy](#) provides additional information on records not included in the Schedule.

FULCRUM FOUNDATION RECORDS RETENTION SCHEDULE

100 Administration General The function of administering programs and the Fulcrum Foundation					
SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION	LEGAL CITATIONS & REFERENCES
FF100-05	ANNUAL REPORTS	ALL	Calendar year + 5 years, then arrange for appraisal by Archives	ARCHIVAL REVIEW	"Annual Reports Adopted" (GS50-05A-04)
FF100-10	ARTICLES OF INCORPORATION	ALL	Permanent (Obsolete or superseded, then arrange for transfer to Archives)	ARCHIVES	
FF100-15	BOARD, COUNCIL, COMMITTEE, COMMISSION, & GROUP MEETING MATERIALS - Records documenting the decisions and actions of consultative bodies within the Archdiocese. May include, but not limited to: transcribed minutes, audio/video recordings, sign-in sheets, reports, administrative correspondence, adopted by-laws and mission statements, and attached reference material.	Fulcrum Foundation	Calendar year + 3 years, then arrange for appraisal by Archives	ARCHIVAL REVIEW	"Chancery Records Retention Schedule "Board, Council, Committee, Commission, & Group Materials" (GS105-05)
FF100-20	CAMPAIGN PLANNING RECORDS - May include: promotional materials, event planning materials, prospective donor lists, photographs, and sample pledge cards and forms.	Fulcrum Foundation	End of campaign + 6 years	SHRED OR DELETE	"Project Files (Miscellaneous)" (GS50-01-39)
FF100-25	CONTRACTS, SERVICE AND MAINTENANCE AGREEMENTS, & WARRANTIES - Records documenting	ALL	Completion of contract + 6 years	SHRED OR DELETE	State

FULCRUM FOUNDATION RECORDS RETENTION SCHEDULE

	obligations with third parties under contracts, licenses, and other agreements not covered elsewhere on this schedule.				Washington Statute of Limitations – written contracts and accounts receivable - 6 years (RCW 4.16.040) "Contracts and Agreements - General" (GS50-01-11)
FF100-30	DONATION RECORDS - May include: thank you letters, donation worksheets, completed pledge cards, letters of intent, pledge reminders and general correspondence.	Fulcrum Foundation	Fiscal year + 6 years	SHRED OR DELETE	"Gift Records" (UW-GS 6)
FF100-35	DONATION SUMMARY REPORTS	Fulcrum Foundation	Date of report + 6 years	SHRED OR DELETE	"Financial Transactions – General" (GS2011-184)
FF100-40	DONOR DATABASE RECORDS - Include: contact information, demographic information, educational and business information, how donors wish to be recognized, donation amount, history of gifts, attendance at activities, as well as other attributes relevant to the donor's relationship with the Archdiocese of Seattle.	Stewardship and Development, Accounting, Fulcrum Foundation	Fiscal year + 6 years or obsolete or superseded, whichever is longer	DELETE	"Gift Records" (UW-GS 6)
FF100-45	EVENT PLANNING RECORDS, GENERAL - May include, but not limited to: agendas, temporary use permits, invitations, attendance rosters, time and action plans, agendas, notifications, reservations, gifts, photographs, thank-you notes, talking points, promotional materials, and educational resources.	ALL	Obsolete or superseded, then arrange for transfer to Archives for appraisal	ARCHIVAL REVIEW	"Administrative Working Files" (GS50-01-02)
FF100-50	EVENT REGISTRATION RECORDS, GENERAL - May include, but not	ALL	End of event + 2 years	SHRED OR DELETE	

FULCRUM FOUNDATION RECORDS RETENTION SCHEDULE

	limited to: payments, enrollment records, contact information, attendance lists, and correspondence.				
FF100-55	<p>GENERAL EXTERNAL INFORMATION - Information received from external sources and is no longer needed for diocesan business.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> •Catalogs, external reports, multi-media presentations (videos, CDs, DVDs, etc.); •Informational copies, notices, bulletins, announcements; •Unsolicited information (junk mail, spam, advertisements, etc.). 	ALL	Obsolete or superseded	RECYCLE OR DELETE	"General Information – External" (GS50-02-03)
FF100-60	<p>NEWSLETTERS, PERIODICALS, & PUBLICATIONS - May include: editor comments, photographs, drafts, proofs, and advertisements.</p>	ALL	Obsolete or superseded, then arrange for appraisal of final published copy by Archives	ARCHIVAL REVIEW	"Publications-Master Set" (GS50-06F-04)
FF100-65	<p>OFFICE MEETING MATERIALS - Records of <i>routine</i> meeting such as departmental check-ins and office staff meetings.</p>	ALL	Current year + 2 years	SHRED OR DELETE	
FF100-70	<p>POLICIES, PROCEDURES & GUIDELINES - Records pertaining to the development, drafting, adoption, and amendment of policies, procedures, and guidelines for Chancery offices.</p> <p>May include, but not limited to: final document as well as all related correspondence and substantial comments and drafts.</p>	ALL	Permanent (Obsolete or superseded, then transfer final copy to Archives)	ARCHIVES	"Official Agency Policy And Procedure Directives, Regulations and Rules" (GS50-01-24)

FULCRUM FOUNDATION RECORDS RETENTION SCHEDULE

FF100-75	REQUESTS FOR INFORMATION - Requests for information made by the public, parishes, and parishioners.	ALL	Resolution of request + 3 years	SHRED OR DELETE	"Citizens Complaints/Requests" (GS50-01-09)
FF100-80	SUBJECT OR REFERENCE FILES - Collections of resources related to research done by departments or programs. May include, but not limited to: correspondence, photographs, external and internal publications, biographical files, vendor catalogs, reports, external advertising and marketing information, legislation information, presentation preparation, document drafts, newspaper clippings, working files, and issue files.	ALL	Review annually and retain until obsolete or superseded, then arrange for appraisal by Archives	ARCHIVAL REVIEW	"Administrative Working Files" (GS50-01-02)
FF100-85	SURVEYS, REPORTS, & STUDIES - Created by or on behalf of the Fulcrum Foundation.	ALL	Obsolete or superseded, then arrange for appraisal by Archives	ARCHIVAL REVIEW	"Research/Program Reports, Studies, Surveys, Models, and Analyses" (GS50-01-32)

200 Grants and Scholarships

The activity of awarding grants and scholarships to students, teachers, and schools.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION	REFERENCES
FF200-05	GRANT RECORDS (AWARDED) - Records pertaining awarded funds to the Fulcrum Foundation. May include, but not limited to status updates, application materials, reports, information about the granting institution, and financial statements.	Fulcrum Foundation	End of grant period (and any subsequent renewal period) + 6 years For denied grant applications: Calendar year + 1 year	SHRED OR DELETE	"Financial Transactions – Bond, Grant and Levy Projects" (GS2011-183)

FULCRUM FOUNDATION RECORDS RETENTION SCHEDULE

FF200-10	SCHOOL GRANTS APPLICATION MATERIALS - Include: application and report of income and expenses.	Fulcrum Foundation	Grants issued: grant period + 6 years Applications denied: calendar year + 1 year	SHRED OR DELETE	"Financial Transactions – Bond, Grant and Levy Projects" (GS2011-183) "Grant Applications/Scholarships - Not Approved" (GS50-03C-07)
FF200-15	TEACHER GRANT APPLICATION MATERIALS - Include: project proposals, teacher's personnel information, statements of commitments, and budget proposals.	Fulcrum Foundation	Grants issued: grant period + 6 years Applications denied: calendar year + 1 year	SHRED OR DELETE	"Financial Transactions – Bond, Grant and Levy Projects" (GS2011-183) "Grant Applications/Scholarships - Not Approved" (GS50-03C-07)
FF200-20	TUITION ASSISTANCE ACCEPTANCE LETTERS	Fulcrum Foundation	Grant period + 6 years	SHRED OR DELETE	"Financial Transactions – Bond, Grant and Levy Projects" (GS2011-183)
FF200-25	TUITION ASSISTANCE APPLICATION MATERIALS - Include: application forms, principal's authorizations, tax information, supplemental evidence, and evidence for special circumstances.	Fulcrum Foundation	Grants issued: grant period + 6 years Applications denied: calendar year + 1 year	SHRED OR DELETE	"Financial Transactions – Bond, Grant and Levy Projects" (GS2011-183) "Grant Applications/Scholarships - Not Approved" (GS50-03C-07)

300 Financial

The function of managing the foundation's financial resources, obligations, and monetary infrastructure.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION	REFERENCE
FF300-05	BUDGET DEVELOPMENT WORKING FILES - May include: deadline sheets, forecasts, calculations, revisions, schedules, salaries worksheets, notes, and correspondence.	Fulcrum Foundation	Obsolete or superseded	SHRED OR DELETE	"Budget Development or Working Files" (GS50-03D-03)
FF300-10	FINAL DEPARTMENTAL BUDGET	Fulcrum Foundation	Obsolete or superseded	SHRED OR DELETE	

FULCRUM FOUNDATION RECORDS RETENTION SCHEDULE

400 Marketing Materials The activity of promoting programs and fundraising drives.					
SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION	REFERENCES
FF400-05	CHILD PHOTO/MEDIA RELEASES - Records documenting permission for the school to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g. school newspaper, annual staff, etc.). Includes: annual student identification/class pictures taken by school-contracted photographer. Student images include, but are not limited to, photos, video, and audio recordings.	Fulcrum Foundation	Retain for 6 years after image/ recording no longer being used then Destroy.	SHRED OR DELETE	"Photo/Media Release – School/District Usage" (SD51-20-09)
FF400-10	MAILING, CLIENT, AND CONTACT LISTS	Fulcrum Foundation	Obsolete or superseded	SHRED OR DELETE	"General Information - External" (GS50-02-03)
FF400-15	LOGOS: ORGANIZATIONAL AND DEPARTMENTAL	ALL	Permanent (Obsolete or superseded, then arrange for transfer to Archives)	ARCHIVES	"Publications - Master Set" (GS50-06F-04)
FF400-20	MARKETING MATERIALS - Records regardless of format produced by the Fulcrum foundation for marketing or promotional purposes. May include, but not limited to: <ul style="list-style-type: none"> • Advertisements • Brochures 	ALL	Obsolete or superseded, then arrange for appraisal by Archives	ARCHIVAL REVIEW	"Publications - Master Set" (GS50-06F-04)

FULCRUM FOUNDATION RECORDS RETENTION SCHEDULE

	<ul style="list-style-type: none"> • Manuals • Catalogs • Flyers • Pamphlets • Direct Mailings • Posters • Films and Presentations • CD-ROMs • Photographic Prints and Negatives • Digital Photographs • Audio/Video tape cassettes 				
FF400-25	NEWSLETTERS, PERIODICALS, & PUBLICATIONS - May include, but not limited to: editor comments, photographs, drafts, proofs, and advertisements.	ALL	Obsolete or superseded, then arrange for appraisal of final published copy by Archives	ARCHIVAL REVIEW	"Publications-Master Set" (GS50-06F-04)
FF400-30	WEBSITE RECORDS - Records documenting the publishing of online (internet and intranet) content. Includes, but is not limited to: <ul style="list-style-type: none"> • Requests/approvals to upload/update/remove content; • Confirmations of content upload/update/removal; • Point-in-time record of webpage/site (screenshot, snapshot, site map). 	Communications, Catholic Schools	Capture before major content change	ARCHIVES	"Online Content Management" (GS 2010-007)

GLOSSARY:

Archives – The place where permanent inactive records are stored. Archival records in the Archives of the Archdiocese of Seattle are non-circulating, meaning that once they are officially transferred to the Archives, staff may view the records, but not remove or check them out.

Diocesan Record – Diocesan records are any documents (regardless of format) that are made or received in the course of diocesan business and saved or filed as evidence or reference. Aside from more familiar paper-based documents, these can also be word processing documents, databases, spreadsheets, instant messages and chats, websites, digital images, video files, websites, and sound recordings. Please consult [Archives & Records Management](#) if you would like more information.

Disposition – Actions taken when records are no longer legally or administratively required to be retained. The dispositions on the Chancery's Records Retention Schedule are:

SHRED: Records contain sensitive information such as names and addresses, health information, and financial or payment information (such as checks or credit cards). Please dispose of records designated as SHRED OR DELETE in a secured shredding receptacle. **Please consult [Archives & Records Management](#) before you shred any records that appear on this records retention schedule.**

DELETE: Records contain electronic information that should be deleted from drives, desktops, or databases once it reaches the end of its retention period. **Please consult [Archives & Records Management](#) before you delete any records that appear on this records retention schedule.**

RECYCLE: Records do **not** contain sensitive information and can be discarded in a paper recycling bin once it reaches the end of its retention period. **Please consult [Archives & Records Management](#) before you recycle any records that appear on this records retention schedule.**

ARCHIVAL REVIEW: The series must be reviewed (or appraised) by Archives' staff in order to determine its archival value. Before sending any records that are deemed ARCHIVAL REVIEW, please contact [Archives & Records Management](#).

ARCHIVES: Records have ongoing legal, fiscal, evidential, or historical value and should be retained in the diocesan Archives.

FULCRUM FOUNDATION RECORDS RETENTION SCHEDULE

SHRED OR DELETE AFTER MICROFILMED: Records have ongoing legal, operational, or archival value, but are microfilmed to conserve space and ensure permanence. Paper documents can be shredded once a method of reproduction has been approved by the Diocesan [Archives & Records Management](#). Please contact them for more information.

Obsolete or Superseded – This is a *Records Retention Schedule* designation which means that it is up to the creator or keeper of the record to decide when a particular record ceases to be useful or relevant. This period will inevitably vary from person to person and from department to department. It is the responsibility of the owner of the records or department to review these records annually to determine their usefulness.

Official Record – This column on the *Records Retention Schedule* denotes which department/office maintains the official record, to which the retention period and disposition applies. Copies are not considered an official record and are usually maintained for reference purposes only (see Transitory Records Policy [Appendix A](#)). A record series with multiple department/offices designations means that multiple departments create, manage, or receive this *type* of record (e.g. contracts), but not the exact same record. The designation **ALL** means that all departments/offices create, receive, or manage this type of record and is not limited to a specific department/office.

Records Retention Schedule – A document that states how long particular records must be kept based on administrative concerns as well as statutes, regulatory requirements, and best practices. It describes the records series number; records series title/description; and states the disposition (or method of destruction) of a particular records series. Some are deemed archival and must be retained in the Archives permanently while others can be shredded, recycled, or deleted once they've reached the end of their retention period. **Before destroying any records, please consult [Archives & Records Management](#).**

Retention Period – The length of time needed to retain a certain record series. Based on the type of record, this time period can be as short as its *obsolescence* or as long as *separation of employee + 60 years*. For most retention periods, there are two parts: a cut-off (trigger) and the time period. A cut-off or trigger is the action portion of the period. It can be the *end of calendar year, end of fiscal year, when obsolete or superseded, life of equipment, resolution of case*, etc. It tells you when to start “counting.” The date portion is how long you should count after the action is completed. If a particular record's retention period is: *calendar year + 6 years*, you would wait out the current calendar year and then wait another six years on top of that before disposing of the record. **Before destroying any records, please consult [Archives & Records Management](#).**

Series Number – This column on the *records retention schedule* is the unique identifier for each record series. It is also the number needed when filling out Archives & Records Management forms such as the transfer form and destruction form.

FULCRUM FOUNDATION RECORDS RETENTION SCHEDULE

Substantive Records – See [Appendix A](#)

Transitory Records – See [Appendix A](#)

APPENDIX A

TRANSITORY RECORDS POLICY

Transitory records are routine documents of temporary and short-term value in any format that are made or received in the course of diocesan business or pastoral work. Transitory records are not included in the Records Retention Schedule.

- Transitory records can be destroyed once you have used them or acted on them because they don't contain information that will be needed in the future.
- Transitory records do **not**
 - set policy,
 - establish guidelines or procedures,
 - identify the person(s) who participated in a business activity or had knowledge of an event, and/or
 - make or document decisions.

Types of Transitory Records

1. Transitory Correspondence

- Memos and postings that do **not** relate to the functional responsibility of the department (e.g., announcements of meetings, reservations, confirmations, itineraries, acknowledgements, form-letter thank you notes, etc.)
- Notes and memos of short term interest involved in answering routine requests for information or publications, in requesting or transmitting routine data to other offices, in acknowledging materials/information received, or in scheduling meetings, reservations, conferences, etc.
- Letters of transmittal that do not add information to the transmitted materials
- Routine requests for information that require no administrative action, policy decision, special compilation or research.

2. Duplicates

- Extra copies of correspondence, forms, bulletins, statistics, reports, hardcopy mailing lists, etc. used only for reference or informational distribution.

FULCRUM FOUNDATION RECORDS RETENTION SCHEDULE

- Duplicate/extra copies of records created and circulated for reference purposes, convenience, reading copies or follow-up: branch-wide memos; "all staff" communications; notices of special events; and routine administration issues
- Copies of electronic publications produced outside the office and no longer needed
- Electronic documents which are used to produce a hard copy version which is maintained in the hard copy files
- Email CCs (carbon copies) and BCCs (blind carbon copies) where you have been copied for informational purposes only and are not expected to take action yourself.

3. Personal Documents

- Email messages and documents used for casual or personal communications
- To-do lists

4. Drafts and Working Materials

- Preliminary drafts and annotated drafts where annotations become a part of a subsequent version and are not evidence of decisions related to the evolution of the final document
- Rough notes, preliminary or informal drafts used in the preparation of correspondence, reports, memoranda, statistics, or other records that are of no value in documenting data collection or in showing how policies or programs were developed or implemented

5. Other

- Document errors: incorrect versions of documents, forms or reports that had to be regenerated in order to correct errors in typing, data entry, spelling, grammar, or format.
- Information in an electronic transaction file which is used to update a master file and which will be obsolete once the update or data entry is validated and backup procedures are completed.
- Informational resources about outside organizations, individuals, or subjects once these resources have served their purpose.
- Letters of transmittal which do not add any information to the transmitted materials
- Copies of financial documents already maintained by Finance and Administration.
- Miscellaneous notices or memoranda which do not relate to the functioning of the agency (notice of community affairs, employee meetings, holidays, etc.)
- Preliminary drafts, reports, work sheets, spreadsheets, presentations, and informal notes which do not represent basic steps in the preparation of record documents

SUBSTANTIVE RECORDS

Substantive records are documents that are made or received in the normal course of diocesan business or pastoral work. These records, however, are important to the ongoing functioning of the Chancery. They tell us why things were done, why decisions were made, how money was spent, etc. Substantive records are included in the records retention schedule.

Substantive records are documents in any format that:

- relate to the key activities undertaken to accomplish a mission or mandate,
- give evidence of decisions and policies,
- prove that *significant* transactions occurred (or did not occur),
- provide information needed for future decision/policy making, and
- support programs and projects.

Examples of substantive include:

- Official copies of agendas and meeting minutes of management teams, committees, councils, and administrative groups
- Correspondence related to official business communications at the executive level, to and from others inside and outside the organization
- Documentation of an office or department's decisions and operations
- Final reports or recommendations of diocesan agencies
- Grant proposals, approvals, reports
- Legal, financial, and property records
- Official copies of policy, program, and procedure directives, such as manuals, bulletins, orders, rules, directives, or policy statements
- Official copies of press releases
- Transmittal emails containing no substantive information but which are sent to provide attachments that fall into one of the categories above

APPENDIX B

LEGAL CITATIONS & REFERENCES DISCLAIMER

Extensive research has been done before assigning retention periods to Chancery records series in order to assure compliance with government regulations and best business practices. CCAS has used the following statutes and/or acts as resources in creating this retention policy, even if the provisions of those statutes and acts do not apply.

- **29 C.F.R. § 1607.4 (RET); 29 C.F.R. § 1602.13 (NS)** - Records as to racial or ethnic identity of employees. Employers may acquire the information necessary for completion of items 5 and 6 of Report EEO-1 either by visual surveys of the work force, or at their option, by the maintenance of post-employment records as to the identity of employees where the same is permitted by State law. In the latter case, however, the Commission recommends the maintenance of a permanent record as to the racial or ethnic identity of an individual for purpose of completing the report form only where the employer keeps such records separately from the employee's basic personnel form or other records available to those responsible for personnel decisions, e.g., as part of an automatic data processing system in the payroll department.
- **29 C.F.R. § 1620.32 (2 years)** - Employer subject to The Equal Pay Act must maintain records to the payment of wages, wage rates, job evaluations, job descriptions, merit systems, seniority systems, and description of practices or matter explaining basis for wage differential between employees of opposite sex.
- **29 C.F.R. § 1904.33 and § 1904.44**
- **ADEA 29 C.F.R. § 1627.3(b)(1) (CR+01)** - Job applications, promotions, demotions, test papers, transfer records; *Title VII of the Civil Rights Act §790(c)*; 29 C.F.R. § 1602.14.
- **Civil Rights Act of 1964 (Title VII)** 29 C.F.R. § 1602.7 (NS) - Copy of most recent EEO-1 report filed for each reporting unit must be retained at each such unit; 29 C.F.R. § 1607.4 (RET); 29 C.F.R. § 1602.13 (NS) - Records as to racial or ethnic identity of employees. Employers may acquire the information necessary for completion of items 5 and 6 of Report EEO-1 either by visual surveys of the work force, or at their option, by the maintenance of post-employment records as to the identity of employees where the same is permitted by State law. In the latter case, however, the Commission recommends the maintenance of a permanent record as to the racial or ethnic identity of an individual for purpose of completing the report form only where the employer keeps such records separately from the employee's basic personnel form or other records available to those responsible for personnel decisions, e.g., as part of an automatic data processing system in the payroll department.
- **FMLA 29 C.F.R. § 825.500(b) (CR + 3)** – Documents describing employee benefits or employer policies/practices concerning taking paid/unpaid leave.
- **Immigration and Nationality Act** 8 U.S.C.A. § 1342a; 8 C.F.R. § 274a.2(b)(2)(A), (B), (c)2 (3 years after hire date or one year after termination; whichever is later).
- **RCW 4.16.080 (2)** Limitation of action for EEO discrimination complaints is 3 years.
The ADA, Rehabilitation Act, *Title VII of the Civil Rights Act*, and ADEA require employers to keep all resumes and job applications on file for one year. Because the ADEA further stipulates a two-year retention period for paperwork for individuals over the age of 40 (something that may be difficult to determine and is, of course, illegal to ask), retain all resumes and applications 2 years.