



Sudanese American Medical Association

Document Retention and Destruction Policy

The IRS states that a document retention and destruction policy identifies the record retention responsibilities of staff, volunteers and board members for maintaining and documenting the storage and destruction of the organization's documents and records. The adoption of a document retention policy sets guidelines and facilitates directors' fulfillment of the duty of care, establishes transparency and ensures compliance.

SAMA adopts a digital document retention policy for operational documents. Document retention policies apply equally to documents saved in the cloud, on a server, or in a filing cabinet. For digital storage, documents are backed up on Google Drive.

Documents for Permanent retention:

- Articles of Incorporation
- Audit reports, from independent audits
- Corporate resolutions
- Correspondence (legal and important matters)
- Determination Letter from the IRS, and correspondence relating to it
- Financial statements (year-end)
- Insurance policies
- Inventory records for products, materials, and supplies
- Minutes of board meetings and annual meetings of members
- Real estate deeds, mortgages, bills of sale
- Retirement and pension records
- Tax returns
- Conflict-of-interest disclosure forms

Documents for specific Term

- | | |
|---|---------|
| ● Accounts payable ledgers and schedules | 7 years |
| ● Bank reconciliations | 2 years |
| ● Bank statements | 5 years |
| ● Contracts, mortgages, notes, and leases | 7 years |
| ● Correspondence | 2 years |
| ● Duplicate deposit slips | 2 years |
| ● Employment applications | 3 years |
| ● Expense analyses/expense distribution schedules | 7 years |
| ● Invoices (to customers, from vendors) | 7 years |
| ● Payroll records and summaries | 7 years |
| ● Personnel files (terminated employees) | 7 years |

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Website: <https://sama-sd.org>


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- Timesheets 7 years
- Withholding tax statements 7 years

Approved by the Board of Directors on My 22, 2021

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5/27/2021
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Mohammed Elseed
Chairperson
SAMA Board of Trustees

DocuSigned by:

5/28/2021
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Alawia Suliman
Vice President
SAMA Board of Trustees

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