

Effective Date:  
Revised Date:  
Review Date:

# North Sound Mental Health Administration

Section 3000 – Fiscal: Record Retention

Authorizing Source:  
Cancels:  
See Also:  
Responsible Staff: Fiscal Officer

Approved by: Board of Directors  
Motion #: 98-072

Date: 11/19/98

## **POLICY #3029.00**

### **SUBJECT: RECORD RETENTION**

#### **POLICY**

All books, records, documents, Board Minutes and other supporting evidence to satisfy contract negotiation, administration and audit requirements will be retained for six (6) years after final payment and until all records have been audited. Any records relating to audit exceptions will be retained for final resolution.

#### **PROCEDURE**

The following records shall be held for the indicated periods calculated from the end of the contractor's fiscal year in which an entry is made charging or allocating a cost.

Financial records, supporting documents, statistical records, and all other records pertinent to a grant shall be retained for a period of six (6) years, with the following qualifications:

1. If any litigation, claim, or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
2. Records for non-expendable property acquired with Federal funds shall be retained for six (6) years after its final disposition.
3. When records are transferred or maintained by the Federal-sponsoring agency, the six (6) year retention requirement is not applicable to the grantee.

Books, records, documents and other supporting evidence to satisfy contract negotiations, administration and audit requirements of the contracting agencies shall be retained for six (6) years after final payment of the contract(s).

Accounts receivable invoices and invoice registers shall be retained for six (6) years.

Paid, canceled, or voided checks, other than those issued for payment of salary and wages, shall be retained for six (6) years.

Accounts payable records to support disbursement of funds for supplies and services and vendors' invoice and invoice audits shall be retained for six (6) years.

Payroll sheets, registers or their equivalent of salaries and wages paid to individual employees for each payroll period and tax withholding statements shall be retained for six (6) years.

Clock cards or other time and attendance cards shall be retained for three (3) years.

Paid checks, receipts for wages paid in cash or other evidence of payment for services rendered by employees shall be retained for three (3) years.

The disposal date determined under this policy shall be the end of the fiscal year in which occurs the anniversary date of the required number of years from the action specified, or where not specified, from completion of a grant, date of final payment of a contract or year in which an entry is made charging or allocating a cost to a government contract, as the case may be.

All records not supporting government grants or contracts shall be retained for three (3) years from the end of the fiscal year in which the records were originally prepared.

All financial records shall be maintained in chronological order, organized by fiscal year, starting with the fiscal year commencing October 1, 1990. No separate files or accounting records will be maintained by individual contracts. Records held by Snohomish County acting as fiduciary agent will be forwarded to the NSRSN after the annual audit has been performed.

#### **ATTACHMENTS**

None