

FISCAL RECORD RETENTION POLICY

Policy Area	Finance
Approved Date	July 1, 2017
Approved By	Chief Financial Officer
Effective Date	July 1, 2017
Current Version	1.0
Distribution	This policy is to be distributed to Peabody Essex Museum employees that have responsibilities for handling museum fiscal records.

I. PURPOSE

This policy offers some guidance by providing a suggested time-frame to maintain records. It has been assimilated from several sources, including the Massachusetts state-wide retention schedule, the Massachusetts Society of CPA record retention guide, as well as by reviewing and analyzing numerous record retention schedules.

The suggested retention periods shown are not offered as final authority, but as minimum guideposts against which to compare your needs. Records may be retained longer so long as they remain useful and space and storage cost allow. There may be several situations, for historical or reference purposes, for example, that necessitate longer periods than legally required.

All records listed should be kept in a secure area with limited access to staff that need the information to perform their jobs. Protected Personal Information should be redacted whenever possible (eg credit card numbers, social security numbers). Disposition of sensitive documents after the retention period expires should be done in a confidential way through in-house or contracted shredding.

II. SCOPE

The records retention schedules cover records that are common to most or several departments across the Museum. This policy covers both tangible and electronic records of the Museum. The retention schedules may be supplemented by department-specific records policies.

III. POLICY

The tables below will identify the type of records, a description that includes but is not limited to examples of relevant documents, and the minimum recommended retention period.

3.1 **ACCOUNTING AND FINANCIAL RECORDS**

TYPE OF RECORDS	DESCRIPTION	RETENTION PERIOD
ACCOUNTS PAYABLE	Purchase Orders, Invoices, Payment Requests, Expense Reports, Credit Card Statements, Petty Cash Disbursements	7 YEARS
ACCOUNTS RECEIVABLE	PEM sales invoices, credit card payments	7 YEARS
ACCOUNT RECONCILIATION REPORTS	Reports that compare to general ledger activity	MONTHLY/QUARTERLY: 2 YEARS AUDIT SCHEDULES: PERMANENT
ATTENDANCE REPORTS	Admission Daily/Monthly reports, ticketing system reports	3 YEARS
AUDIT REPORTS AND YEAR-END FINANCIAL STATEMENTS	All records relevant to audits by accounting firms. Year-end audited financial statements.	PERMANENT
BANKING RECORDS	Bank Statements, Cancelled Checks, Deposit Slips, Wire Transfers	3 YEARS
BUDGET RECORDS	Enterprise-wide and departmental fiscal activity used for budget planning including financial spreadsheets and narratives	PEM-WIDE: PERMANENT ALL OTHER: UNTIL NO LONGER NEEDED
CONTRACTS	Agreements, contracts, leases, mortgages, notes	7 YEARS AFTER EXPIRATION
GENERAL LEDGER	Summary records which are referred to as control accounts	PERMANENT
INVENTORIES	Museum Shop inventory purchased for retail sale	7 YEARS
INVESTMENT RECORDS	Prospectuses, statements, agreements, reports from advisor	LIFE OF INVESTMENT + 5 YEARS PURCHASES AND SALES / YEAR-END STATEMENTS: PERMANENT

SUBSIDIARY LEDGERS	Detail of transactions to support a general ledger control account, eg: accounts payable ledger	7 YEARS
TAX RECORDS	All tax filings and returns	PERMANENT

3.2 **CORPORATE RECORDS**

TYPE OF RECORDS	DESCRIPTION	RETENTION PERIOD
ORGANIZATIONAL DOCUMENTS	Mission Statement, Articles of Incorporation, Articles of Merger, Amendments, Bylaws, Board of Directors and Committee meeting minutes, IRS Determination letters, Massachusetts Certificate of Exemption, Annual Reports, AAM Accreditation	PERMANENT
POLICIES AND PROCEDURES	Documents related to the Museum's values, rules, activities and processes. When updated, a dated copy of previous version should be maintained for historical purposes.	PERMANENT
TRADEMARK REGISTRATIONS AND COPYRIGHTS		PERMANENT

3.3 **EMPLOYMENT RECORDS**

TYPE OF RECORDS	DESCRIPTION	RETENTION PERIOD
EMPLOYEE BENEFIT RECORDS	Employee benefits selections and support of the provision of those benefits	LIFE OF BENEFIT + 7 YEARS
EMPLOYEE PERSONNEL RECORDS	U.S. Citizenship & Immigration Services Form I-9, copies of identification documents, Job descriptions, performance evaluations, and various personnel forms	EMPLOYEE SEPARATION + 7 YEARS

PAYROLL RECORDS	payroll checks, payroll records, payroll registers, wage documentation, withholding tax statements, garnishment orders	CURRENT + 7 CALENDAR YEARS W2'S: PERMANENT
PENSION PLAN AGREEMENT		PERMANENT
PENSION RECORDS	individual employee benefit transactions for Pension plans	CURRENT + 7 CALENDAR YEARS
RECRUITMENT AND HIRING RECORDS	Applications, resumes, letters of recommendation	SEARCH COMPLETION + 3 YEARS
TIME TRACKING	Records of hours worked and in what capacity (cards, timesheets)	TIME FUNDED BY OR USED AS COST SHARE FOR A FEDERAL AWARD: DATE OF SUBMISSION OF FINAL GRANT REPORT + 3 YEARS. ALL OTHER DOCUMENTS: CURRENT + 7 CALENDAR YEARS

3.4 **FACILITIES RECORDS**

TYPE OF RECORDS	DESCRIPTION	RETENTION PERIOD
BUILDING, SYSTEM, AND LAND PLANS	architectural blueprints; sketches; aerial photographs; planning drawings; as built drawings; drawings reflecting changes to the original plans; soil testing maps; any other type of graphic representation produced relating to buildings, systems, and land	PERMANENT
CONSTRUCTION RECORDS	project descriptions and requirements; plans; plan reviews; project schedules; budget; contract change orders; bid documentation; contracts and agreements with architects, artists, engineers, consultants, vendors, and contractors; materials and soils reports; progress reports; insurance reports; payment schedules; summary reports; final acceptance statements.	PERMANENT
DEEDS	Deeds and other titles related to the ownership of real estate	PERMANENT

3.5 **GIFTS AND GRANTS RECORDS**

TYPE OF RECORDS	DESCRIPTION	RETENTION PERIOD
GIFT RECORDS	Pledges, gift term letters and agreements, copies of bequest instruments and wills, stewardship reports	UNRESTRICTED: 7 YEARS TEMP RESTRICTED: SATISFACTION OF RESTRICTION + 7 YEARS PERM RESTRICTED: PERMANENT
GRANTS RECORDS	Grant application forms; proposal narratives, budgets, and letters of support; notices of award from the funding entity; agreements; no-cost extension forms; progress and final reports; and close-out notices.	CLOSE OF GRANT + 3 YEARS, OR LONGER IF REQUIRED BY THE AWARDING AGENCY OR IF AWARD IS THE SUBJECT OF AN UNRESOLVED AUDIT OR OTHER INVESTIGATION
GRANTS ACCOUNTING RECORDS	Invoices to sponsors, cash receipt documentation, project budget change and adjustment forms, financial reports to sponsors, journal entry supporting documentation for sponsored entries, periodic effort reports, subawards	CLOSE OF GRANT + 3 YEARS, OR LONGER IF REQUIRED BY THE AWARDING AGENCY OR IF AWARD IS THE SUBJECT OF AN UNRESOLVED AUDIT OR OTHER INVESTIGATION
MEMBERSHIP RECORDS		CURRENT + 3 YEARS

3.6 **LEGAL RECORDS**

TYPE OF RECORDS	DESCRIPTION	RETENTION PERIOD
INSURANCE POLICIES		3 YEAR AFTER EXPIRATION
INSURANCE CLAIMS	All records relevant to incident reports, insurance claims	10 YEARS AFTER SETTLEMENT
LITIGATION RECORDS	All records relevant to litigation, incident reports	PERMANENT

3.7 OTHER RECORDS

Retention and disposal policies for records not described in sections above will be determined on an as needed basis by the CFO, the manager of the department holding the records and a representative of the Phillips Library. It will be informed by such external guidance as exists regarding legal requirements and industry practice.

The Peabody Essex Museum reserves the right to modify this policy at any time.

Policy History

Version	Date	Description/Summary of Change	Approved By
1.0	7/1/2017	Initial codification of practice	CFO

SAA Museum Archives Section Working Group Example