



PROSPERITY DENVER FUND

RECORD RETENTION POLICY

<i>TYPE OF DOCUMENT</i>	<i>RETENTION PERIOD</i>	<i>DISPOSAL METHOD</i>
1. Accounting Records		
<ul style="list-style-type: none">• Accounts payable and receivable	Seven (7) years	Shred
<ul style="list-style-type: none">• Audit reports	Indefinite	
<ul style="list-style-type: none">• Bank statements and records	Seven (7) years	Shred
<ul style="list-style-type: none">• Contribution records	Seven (7) years	Shred
<ul style="list-style-type: none">• Expenditure records	Seven (7) years	Shred
<ul style="list-style-type: none">• Loan records	Seven (7) years	Shred
<ul style="list-style-type: none">• Secretary of State reports	Indefinite	
<ul style="list-style-type: none">• Tax materials	Indefinite	
<ul style="list-style-type: none">• Unrelated business income	Seven (7) years	Shred
2. Contracts		
<ul style="list-style-type: none">• Consultant	Six (6) years after completion	Shred

• Employment	Seven (7) years after completion	Shred
• Vendor	Six (6) years after completion	Shred
3. Correspondence (general)	Thirteen (13) months (except historical – then indefinite)	Shred/Delete
4. Insurance policies and contracts	Indefinite	
5. Legal challenges filed by or against Organization	Three (3) years	Shred/Delete
6. Litigation (threatened or actual) related materials	Three (3) years	Shred/Delete
7. Literature, speeches, brochures, and related materials	Eighteen (18) months	Shred/Delete
8. Minute book of corporation including articles of incorporation, bylaws, and related correspondence	Three (3) years	Shred/Delete
9. Minutes of board meetings	Indefinite	
10. Minutes of committee meetings	Six (6) years	Shred/Delete
11. Political surveys and research	Three (3) years	Shred/Delete
12. Trademark registrations, copyrights, logos	Indefinite	
13. Employee files	Seven (7) years after completion	Shred
14. Employment applications	Three (3) years	Shred
15. Attorney-client communications	Indefinite	

Signature of Stephen Kurtz, Chair

11/20/19
Date

Signature of Mark Goodman, Treasurer

11/20/19
Date

Signature of Akasha Absher, Secretary

11/20/19
Date