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# Spertus Institute

610 South Michigan Avenue  
Chicago, Illinois 60605-1901

## Spertus Institute for Jewish Learning and Leadership Records Retention Policy

February 26, 2014 | Approved by Spertus Institute Board of Trustees, March 20, 2014

### Corporate Records

Item/Type of Document	Retention
Board and Committee Meeting Agendas and Minutes	Permanent
Bylaws And Articles Of Incorporation	Permanent
Corporate Compliance Documents	Current year plus 7
Conflict-Of-Interest Disclosure Forms	4 years
Lobbying Activities State And Federal	Current year plus 5
Organizational Charts	Superseded plus 3 years

### Insurance Records

Item/Type of Document	Retention
Claims (After Settlement)	7 years
Accident Reports	Permanent
Group Disability Records	Active plus 5 years
Insurance Policies (Expired)	3 years
Insurance Records	Permanent
Loss Prevention - Incidents And Investigation	Active plus 10 years
Medical Records For Employers Subject To OSHA Standards	Employment plus 30 years
Policies - Claims-Made Or Occurrence Basis	Permanent
Safety (OSHA) Reports	7 years

# Records Retention Policy

## Finance and Administration

Item/Type of Document	Retention
Capital Asset Records	Active plus 10 years
Contracts And Agreements	Active plus 10 years
Correspondence - (General)	Current year plus 3
Correspondence - (Legal And Important Matters)	Permanent
Equipment Files And Maintenance Records	Active plus 5 years
Financial Audits And Budgets - Internal And External	Current year plus 7
General Ledgers, Journals And Reconciliations	7 years
Internal And External Non-Financial Audits	3 years
Lease Administration And Servicing Documents	Active plus 10 years
Patent And Related Papers	Permanent
Payroll Records And Summaries	7 years
Policies And Procedure Manuals	Permanent
Public And Private Financing Records Including Donor Information	Current year plus 7
Accounts Payable And Receivable	Active plus 7 years
Banking	Active plus 6 years
Fundraising Activities	Current year plus 3
Trademark Registrations And Copyrights	Permanent
Year-End Financial Statements	Permanent