

Big Bend Community Based Care Policy & Procedure

Series: 1300: Financial Management

Policy Name: Records Retention

Policy Number: 1311

Origination Date: 01/29/2009

Revised: Board Meeting of 12/13/2018

Policy

In order to preserve the integrity and ensure the integrity and confidentiality of accounting records, it is the policy of Big Bend Community Based Care, Inc. (BBCBC), to:

1. Maintain all accounting records in a secure and safe environment;
2. Ensure only authorized individuals are able to access to accounting records; and
3. Maintain all fiscal records in accordance with granting entity, IRS standards or State requirements.

Procedure

- A. The Chief Financial Officer (CFO) oversees maintenance of all business accounting records.
- B. The Accounting Department will maintain a lockable, fireproof safe and/or an offside safety deposit box for valuable documents such as, but not limited to:
 1. Registrations, titles, mortgage documents,
 2. Other similar items.
- C. Keys to secure files are maintained by the Chief Financial Officer (CFO) and/or their designee.
- D. The Accounting Department staff will ensure that only authorized individuals are afforded access to accounting records and documents.
- E. **Confidentiality.** For government funding, authorized parties may have full access and the right to examine all records and documents as long as the records are retained. Information regarding financial records and client records is strictly confidential in nature unless stipulated in the grant agreement.
- F. Vendor files, employee reimbursement, documentation, current year bank statements and other supporting documentation are maintained in a secured location on a fiscal year basis. A reasonable effort shall be made in the filing of these records in an accessible, organized manner.
- G. **Records Retention.**
 1. Agency files or documents are retained in accordance with the records retention schedule.
 2. BBCBC maintains the most recent two (2) years of documents on premises while older articles are maintained in locked, secure offsite storage.