



Record Retention

Policy:

Oklahoma City Boathouse Foundation shall retain all accounting records and related supporting documentation. Records and files of Oklahoma City Boathouse Foundation are property of Oklahoma City Boathouse Foundation and considered confidential. No employee is authorized to copy or disclose any item of information or any other file or record belonging to Oklahoma City Boathouse Foundation.

Procedure:

1. All prior years accounting records shall be stored in storage boxes labeled with the following information:
 - a.) Oklahoma City Boathouse Foundation's name and address
 - b.) Time Period
 - c.) Contents of Box
2. The record retention period starts with the close of Oklahoma City Boathouse Foundation's fiscal year. The following is the length of record retention:

Corporate Legal Documents	Permanently
Financial Records	Current Year + 6
Audit Reports & Tax Returns	Permanently
Contracts, Notes, and Leases	7 Years after Expiration
Waivers	Current Year + 6