

**J.F.K. Health and Welfare Fund, Inc. Records Retention and Destruction Procedures Policy (effective on January 1<sup>st</sup>, 2016)**

**Purpose:** To establish standardized records retention and destruction procedures for the J.F.K. Health and Welfare Fund, Incorporated.

**Policy:**

1. The J.F.K. Health and Welfare Fund, Inc. shall permanently retain the following records:
  - 1) Corporation Bylaws and Amendments.
  - 2) Corporation Board of Directors Annual and Special Meeting Minutes.
  - 3) Internal Revenue Service Applications for Employer Identification Number (EIN) (IRS Form SS-4).
  - 4) Internal Revenue Service Employer Identification Number (EIN) Issuance Documentation.
  - 5) Internal Revenue Service Returns of Organization Exempt from Income Tax (IRS Form 990) and Amendments.
  - 6) Internal Revenue Service Tax Exemption Applications (IRS Form 1023 and 1024) and supporting documentation.
  - 7) Internal Revenue Service Annual Summaries and Transmittals of U.S. Information Returns (IRS Form 1096).
  - 8) Internal Revenue Service Tax Exemption Determination Documentation.
  - 9) Internal Revenue Service U.S. Information Returns (IRS Form 1099).
  - 10) New York State Attorney General Office Charities Bureau Registration Exemption Requests.
  - 11) New York State Corporation Commission Articles of Incorporation and Amendments.
  - 12) New York State Corporation Commission Corporation Registrations.
  - 13) New York State Corporation Commission Corporation Resident Agent Registrations.
  - 14) New York State Department of Taxation Sales and Use Tax Exemption Applications.
  - 15) New York State Department of Taxation Sales and Use Tax Exemption Certificates.
  
2. The J.F.K. Health and Welfare Fund, Inc. shall retain the following records for not less than seven (7) calendar years after they are created or received (whichever date is later), after which they may be destroyed upon J.F.K. Health and Welfare Fund, Inc. Board of Directors approval:
  - 1) Annual budgets.
  - 2) Committee records.
  - 3) Fidelity bonds and certificates.
  - 4) Financial records.
  - 5) Financial reviews and audits.
  - 6) Officers and Directors Liability Insurance policies and certificates.
  - 7) Newsletters
  - 8) All other records.

**This Records Retention and Destruction Procedures Policy was approved and adopted by a majority vote of the J.F.K. Health and Welfare Fund, Incorporated Board of Directors on December 10<sup>th</sup>, 2015 as follows: 7 “Yes” votes, 0 “No” votes, and 1 “Abstain” vote.**



**Alan Wolfe**  
**Executive Vice-President**  
**J.F.K. Health and Welfare Fund, Incorporated**