



## **CHILD ADVOCATES OF FORT BEND**

### **RECORDS RETENTION POLICY**

All records and files of Child Advocates of Fort Bend and its constituent programs will be safely and securely maintained in the offices of Child Advocates of Fort Bend consistent with currently acceptable business practices. Destruction and/or deletion of Child Advocates of Fort Bend's records, including those of the individual programs, will be accomplished in a manner that assures permanent and complete obliteration of the records without possible resurrection.

#### **CHILDREN'S ADVOCACY CENTER (CAC)**

All client related files, reports, records (including electronic records), communications, and working papers used or developed in providing services of the Children's Advocacy Center (CAC) are the property of the CAC and are retained permanently. These records are confidential pursuant to the provisions of Section 264.408, Texas Family Code and are subject to disclosure only as allowed by that section. No other disclosure of such records will be made unless under the order of a court of competent jurisdiction.

Electronic recordings of interviews conducted are not the property of the Children's Advocacy Center pursuant to the Texas Family Code. Original digital recordings of interviews are kept at the Children's Advocacy Center but are the property of the District Attorney's Office or the referring Agency.

Electronic recordings of interviews conducted in the Center are permanently retained. Reproductions in the original form may be reproduced as needed and provided to partner agencies entitled to such interview recordings. Retention and/or destruction of any duplicate

original interview recording is to be determined and accomplished pursuant to the policy of the agency in possession of such recording.

Records generated by the provision of mental health services by CAC personnel and interns are also confidential and shall not be disclosed to any person except by order of a court of competent jurisdiction or upon execution of a proper written release by the client, parent, or legal guardian as appropriate. Such records may also be disclosed to the client (or parent/legal guardian) to whom services were given upon the client's or guardian's request if, in the judgment of the service provider, such disclosure would not be detrimental to the client. Mental health records of the CAC will be stored and retained pursuant to the professional requirements of the mental health service provider. Per the Texas Family Code, the District Attorney's Office may receive copies of therapy recordings with a subpoena.

Records generated by the provision of medical services requested by the CAC or any of its partner agencies are the property of the provider of such services and are retained pursuant to that provider's policies.

Any order of a court of competent jurisdiction to expunge particularly described records of the CAC supersedes these record retention policies. Records destruction will be carried out in a manner consistent with the court order.

## **COURT APPOINTED SPECIAL ADVOCATES (CASA)**

The reports, records (including electronic records), working papers, and volunteer notes generated by the staff and volunteers on each case in which there is a court appointment of a special advocate constitute the case files of the CASA program. These records are confidential under provisions of the Texas Family Code and will not be disclosed except as provided by law or under force of order of a court of competent jurisdiction. Case files will be maintained until the last child involved in the case reaches his or her 18<sup>th</sup> birthday or until 21<sup>st</sup> birthday if youth is in extended care.

## **CASA AND CAC VOLUNTEERS**

All files and records specifically relating to program volunteers are confidential under provisions of the Texas Family Code and will not be released except under force of order of a court of competent jurisdiction. These records will be maintained for five (5) years beyond completion of each volunteer's participation in their last case, or their resignation, or their last day of service, if no resignation is given.

## **DEVELOPMENT**

Event volunteer records and notebooks on special events will be permanently maintained at the discretion of the Marketing Specialist. Photographs will be maintained at the discretion of the Communication Specialist. Donor records, including gifts and activity will be maintained permanently in Raisers Edge. Appendix A will govern the retention of development financial records.

## **ADMINISTRATIVE RECORDS**

### **Personnel**

All records and files relating to the employment, tenure, compensation, discipline, commendations and promotions of each employee of Child Advocates of Fort Bend will be permanently maintained. Terminated employee files will be held for 7 years after termination of employee.

### **Financial**

All financial records will be maintained according to the length specified in Appendix A, attached hereto and made a part hereof.

### **Grants**

All records relating to the application for, award of, and expenditure of grant funds will be maintained pursuant to the requirements of each individual grant. In those instances where there is no record retention provision, grant records will be maintained for seven (7) years after the end of the external audit of the year of the grant's expiration.

Correspondence will be scanned and retained for all major donors:

1. proposals
2. award letters/execution agreements
3. rejection letters
4. stewardship correspondence
5. special inquires and responses

A central file will be maintained for planned gifts from individuals.

### **Miscellaneous**

All other records generated by the day-to-day operation of Child Advocates of Fort Bend and its programs will be maintained at the discretion of the agency.

## APPENDIX A

### ACCOUNTING RECORDS RETENTION REQUIREMENTS

Type of Records	Retention Period
Accounts Payable/Vendor Files	7 years
Accounts Receivable	7 years
Audit Reports & 990s	Permanently
Bank Signature Papers	7 years after account closes
Bank Statements	7 years
Cash Books	Permanently
Chart of Accounts	Permanently
Contract Files	7 years after expiration of contract
Correspondence (with customers & vendors)	2 years
Correspondence (Legal and Important matters)	Permanently
Credit Card Records	7 years after cancellation
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Employment Applications or Resumes	3 years
Endowment Account Summary Statements	Keep year end, destroy quarterly
Equipment Lease Records	7 years after expiration of lease
Expense Records	7 years
Financial Statements (Annual)	Permanently
Fixed Asset Purchases	Permanently
General Ledger	Permanently
Insurance Policies (expired)	7 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Payroll Records	7 years
Purchased Equipment Records	7 years
Equipment Service Records	Until equipment is no longer in use
Tax Records (personnel & property)	Government guidelines
Trademark registrations and copyrights	Permanently