1. All records will be kept by the fiscal year, July 1 to June 30 except tax records which will be kept by the calendar year.
2. Records that cannot be Destroyed:
3. Board Meeting Minutes
4. Insurance Policies
5. Audits
6. Articles of Incorporation, Corporate by-laws, etc.
7. All other paper records will be retained for a period of eight (8) years, effective July 1, 2015
	1. SCIP will not destroy grant records until Grants have closed at the Federal level.
8. Electronic Records will be retained for a period of eight (8) years, effective August 27, 2015
9. Staff or Grant related electronic documents will be printed off and retained with the employee or Grant file.
10. SCIP will not destroy grant records until Grants have closed at the Federal level.