

Colorado Humanities Documents Retention

This policy refers to Colorado Humanities' organizational documents retained in either paper or digital formats. The Executive Director and Director of Operations periodically review documents and determine what to retain and how best to store them.

Documents that are retained permanently include:

- Articles of Incorporation
- 501(c)(3)
- Bylaws
- Policy documents
- Board membership files
- Board meeting minutes
- Year-end financial statements
- Budgets
- Audit reports
- NEH Notices of Action
- NEH Financial Reports
- NEH Budgets
- NEH Requests for Funds (drawdowns)
- NEH Self Assessment reports and reviews
- NEH Progress, Compliance and Interim Reports
- Regrant applications and reports
- 990 and 5500 tax filings
- 403b plan document
- Secretary of State annual reports
- Contracts, agreements and MOUs
- Leases
- Insurance records, reports and claims
- Employment guidelines
- Personnel files
- Sales tax exemption
- Donor records
- Equipment inventory

Documents that are retained for at least seven years include:

Payroll records
Accounts payable ledgers and schedules
Bank statements
Check and deposit copies
Bank reconciliations
Vendor files

Documents that are retained for at least three years include:

General correspondence
Employment applications

Sensitive Information: When the time comes, paper documents containing financial, confidential, personnel, or other sensitive information are destroyed by shredding. Colorado Humanities has an office shredding machine and contracts with a shredding service.

Digitization and Digital Migration: As the organization undertakes large-scale digitization of paper records and migrates existing digital files from physical servers to cloud-based storage, all records involved in these processes shall be handled in accordance with this policy. Digitized versions will be considered the official record unless otherwise specified, and staff must ensure accuracy and completeness during conversion. During migration, files must be securely transferred, verified for integrity, and stored in cloud environments with appropriate access and security controls. Original paper records may be disposed of once digitization is confirmed. All staff participating in digitization or migration activities must follow established procedures to maintain compliance, confidentiality, and continuity of records.

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