

Financial Record Retention Policy

Intent

The purpose of this policy is to preserve important financial documents for a reasonable amount of time.

Boundaries

Financial record retention shall be consistent with standard accounting practices as well as in accordance with state and local laws, ordinances, and regulations.

Responsibility

The Board delegates to the Finance Committee the task of devising procedures regarding financial record retention.

Review of Policies:

Policies shall be reviewed by the Board within 3 years of adoption or revision.

Action Record:

Policy adopted by UUCB Board of Trustees on March 24, 2020. To be reviewed before March 24, 2023.