

Kansas Land Trust, Inc.
Records Policy

I. Introduction (Purpose)

This records policy facilitates and enhances the business practices of the Kansas Land Trust (KLT), in conformance with; the KLT's mission; compliance with federal and state laws; fulfillment of relevant legal requirements; conformity with tax-exempt nonprofit status, and reporting requirements; preservation of all essential records in order to sustain KLT's perpetual obligations under its conservation easements; protection for KLT in case of litigation or audit, as well as the establishment of procedures to qualify as credible admissible business records; provision for appropriate documentation, data security, and privacy now and into the future; and long term transparency of KLT's decision-making process.

II. Off-Site Records Storage

KLT will store its records in the following locations, also indicated in the record storage and retention schedule below:

- a. According to the following "Record Storage and Retention Schedule", KLT will store original real estate transaction documents and prioritized organizational records at a secure off-site location. These documents will be stored in a fire resistant cabinet, in a place that protects them from every day use and hazards such as fire, flood, theft, and unauthorized users. Access to these documents in the off-site storage location will be restricted to the Executive Director, President, Vice President, and KLT staff authorized by the Executive Director. Removal of documents from the off-site facility will be allowed under special circumstances as authorized by the Executive Director.
- b. According to the following "Record Storage and Retention Schedule", the KLT will store scanned copies of original documents and back up those electronic records on a regular schedule to an external storage device. The KLT will store a second copy of all of its Deeds of Conservation Easements and Baseline Documentation Reports at the KLT office for everyday use.
- c. According to the following "Record Storage and Retention Schedule", the originals of additional documents designated for permanent protection will be stored at KLT's office. These electronic records will be backed up weekly to an external storage device that will be stored in a secure manner.

III. Specific Files and Records

a. Organizational Records

The KLT will maintain the following organizational records and appropriate supporting documents: Corporate articles of incorporate and bylaws; IRS records including §501(c)(3) status records and annual 990 tax returns (including any schedules and attachments); State-required records and reports, including annual corporate filings, charitable solicitation, and lobbying filings; Board records (i.e., board membership lists, board packets, meeting minutes, resolutions, and delegations of authority to staff) and organizational policies and procedures. Hard and electronic copies of records will be

secured in the KLT office. KLT will protect all electronic records and the organization's computer system.

b. Financial Records

KLT will maintain complete and accurate documentation of its financial management activities in conformance with IRS rules for §501(c)(3) corporations, Financial Accounting Standards Board rules, and government accounting rules for land trusts that accept government money. This documentation includes KLT annual budgets and financial reports, documentation for accounting entries, the KLT chart of accounts, audit reports and findings, regular state and federal tax filings (sales, withholding, unemployment) and corporate insurance policy records. Hard and electronic copies of these records will be stored at the KLT office.

c. Fundraising and Donor Records

Fundraising and donor records will demonstrate that KLT complies with charitable solicitation laws, accurately represents its claims and intended use of funds, and accounts for restricted funds as specified by donors. Fundraising records will be maintained by KLT staff.

Documents related to donations and grants will be maintained in a standard filing cabinet and in electronic format. Financial and donation records will be maintained in the following electronic formats: Membership and Donor Database (Microsoft Access) and Financial Accounts Database (QuickBooks). These databases shall be regularly backed up.

d. Personnel Records

Personnel records (i.e., employment documents, timesheets, reimbursement records) are maintained for each employee in conformance with Federal and state laws. All personnel records will be held confidentially by KLT, and will be stored in a locked drawer or file cabinet.

e. Real Estate and Transaction Records

KLT staff will create and maintain files in perpetuity for each conservation project. These files will document the development of conservation projects as they progress according to KLT policies and procedures. For each completed transaction, there will be (1) an archive file and (2) a working file. The archive files will hold originals of the essential, irreplaceable documents essential to the defense of each easement. The location of the archived files shall be protected from daily use and secure from fire, floods and other damage. The essential original, signed documents for each conservation project are to be permanently stored and protected in a secure offsite archive. The working files will contain duplicate copies as well as other project related documents.

f. Program Records

Records related to KLT's core programs, such as annual plans, strategic plans, program protocols, communications and outreach information, grants and contracts files, and information related to allied and partner organizations, shall be maintained onsite and archived as necessary.

IV. Records Retention

The KLT will store and retain records according to the records storage and retention schedule outlined in Table 1.

V. Record Destruction

KLT will destroy business records after the prescribed holding period listed in the record storage and retention schedule. Destruction shall be completed by the Executive Director, or by staff who are authorized by the Executive Director. Business records will be shredded to ensure the privacy of records.

VI. Records Policy Procedures and Review

- a. KLT will complete an audit of the office and archive files annually to ensure that records are complete and accessible and that the documentary evidence remains in a useful state. The KLT Secretary is responsible for ensuring that this audit takes place.
- b. The KLT staff is authorized to develop and amend as needed procedural documents, to be approved by the Executive Director, to implement this policy.
- c. Every three years, the Executive Director, along with executive committee members, will review this Records Policy to ensure compliance and that these policies serve KLT interests.
- d. This Records Policy may be amended at any time at the recommendation of KLT staff and with the approval of the Board of Directors of the KLT.

This amended policy becomes effective as of April 24th, 2018, upon approval of the Board of Directors of the Kansas Land Trust.

Approved by the Kansas Land Trust Board of Directors, April 24th, 2018.



Susan Iversen, Secretary

Table 1: Record Storage and Retention Schedule

Type of Document	Retention Time	Secure Office Files (Hard and/or electronic copy)	Offsite Duplicate Files	Office Working Files	Electronic Storage
Contracts					
Contracts, notes, and leases (expired)	7 years	X		X	X
Contracts, notes, and leases (still in effect)	For 7 years after expiration	X		X	X
Surveys and maps	Permanently	X	X	X	X
Financial Records					
Accident reports and claims for settled cases	7 years	X			X
Accounts payable, receivable ledgers, schedules	7 years	X			X
Audit reports by accountants	Permanently	X			X
Bank reconciliations	2 years	X			X
Bank statements	3 years	X			X
Cancelled checks (for important payments and purchases)	Permanently	X			X
Cancelled stock and bond certificates	7 years	X			X
Capital stock and bond records	Permanently	X			X
Charts of accounts	Permanently	X		X	X
Computerized accounting system	Permanently				X
Duplicate deposit slips	2 years	X			X
Financial statements, year-end	Permanently	X			X
Internal audit reports	3 years	X			X
Internal reports	3 years	X			X
Invoices (to customers, from vendors)	7 years	X			
Payroll and related records	7 years	X			X
Tax returns and worksheets	Permanently	X			X
Time sheet records	3 years	X			X
Withholding tax statements	7 years	X			X
Fundraising and Donor Records					
Documentation of donor restrictions on contributions	7 years after restrictions fulfilled	X		X	X
Fundraising solicitations and appeals	7 years	X		X	X
Insurance Records					
Accident reports, claims	For 7 years after incident	X			X
Current insurance records, policies, etc.	For 3 years after policy expires	X			
Insurance policies (expired)	3 years	X			

Organizational Records					
501(c)(3) letter	Permanently	X	X		X
Board minutes	Permanently	X			X
Bylaws	Permanently	X	X		X
Certificates of incorporation	Permanently	X	X		X
Signed IRS form 8283	Permanently	X	X		X
Personnel Records					
Employment applications	3 years	X			X
Payroll records and summaries	7 years	X			X
Personnel records (after termination)	7 years	X			X
Timesheets	7 years	X			X
Program Records					
Correspondence (general)	2 years	X		X	X
Real Estate and Transaction Records					
Amendment deeds	Permanently	X	X	X	X
Appraisals (land)	Permanently	X		X	X
Baseline documentation report	Permanently	X	X	X	X
Board resolutions to acquire property	Permanently	X	X	X	X
Correspondence with landowners: agreements, intent, amendments, reserved rights, violations, etc.	Permanently	X		X	X
Documentation of actions to defend easements and properties from violations, encroachments, etc.	Permanently	X		X	X
Environmental assessments	Permanently	X		X	X
Fee property deeds	Permanently	X	X	X	X
Forms 8283	Permanently	X	X	X	X
Initial site visit records	7 years	X		X	X
Legal agreements and deeds of conservation easements	Permanently	X	X	X	X
Management plans	7 years after expiration	X		X	X
Monitoring reports	Permanently	X		X	X
Mortgage subordinations	Permanently	X	X	X	X
Project evaluations and planning records	7 years	X		X	X
Public benefits	Permanently	X		X	X
Purchase and sales records	Permanently	X	X	X	X
Title opinions and title insurance policies	Permanently	X	X	X	X

References: Land Trust Alliance, Standards and Practices, Standard 9, G1 Recordkeeping and Land Trust Alliance, Standards and Practices, Standard 9, G2. Recordkeeping; National Council of Nonprofits and the American Institute of CPAs.