



UFCH Document Retention Policy

和睦家基金会文档保留政策

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UFCH Policy on Document Retention

UFCH policy on document retention is in line with the Ministry of Finance Regulation published December 11, 2015 and in line with the policy on the retention of NGO's program documents published by the Charitable Organizations Alliance. Specific retention periods for specific accounting and program documents are as follows:

| 序号 Order | 档案名称 Record Name | 保管期限 Period of Retention |
|-------------|---|-----------------------------|
| 一 One | 会计凭证 Accounting Document | |
| 1 | 原始凭证 Original Documents including Program Related | 30 年 30 Years |
| 2 | 记账凭证 Voucher | 30 年 30 Years |
| 二 Two | 会计账簿 Book of Accounts | |
| 3 | 总账 Ledger | 30 年 30 Years |
| 4 | 明细账 Subsidiary Ledger | 30 年 30 Years |
| 5 | 日记账 | 30 年 |

和睦家基金会的文件保留政策

UFCH 的文件保留政策符合财政部 2015 年 12 月 11 日公布的条例，也符合慈善组织联盟公布的非政府组织项目文件保留政策。具体的会计和项目文件的保留期限如下。

| 序号 Order | 档案名称 Record Name | 保管期限 Period of Retention |
|-------------|--|-----------------------------|
| 三 Three | 重要文件 Important Document | |
| 16 | 制定的政策性文件材料 Materials and Documents of policy and regulation | 永远 Eternal |
| 17 | 召开重要会议、举办重大活动等形成的主要文件材料 Materials and Documents of important meeting and activity | |
| 18 | 关于重要问题的请示、批复、批示、重要的报告、总结等 Documents of important application letter, approval, instruction, important report, summary etc. | |
| 19 | 机构演变、人事任免等文件材料 Documents of organization change and important personnel appointment | |
| 20 | 房屋买卖、土地征用、重要的合同协议、资产登记等凭证性文件材料 Original documents of housing, land, important contract/agreement, and asset registration etc. | |

| | | |
|------------|--|-----------------------|
| | Journal | 30 Years |
| 6 | 固定资产卡片 Fixed Asset Card | Disposal + 5 Years |
| 7 | 其他辅助性账簿 Other Auxiliary Ledgers | 30 年 30 Years |
| 三 Three | 财务会计报告 Financial Accounting Report | |
| 8 | 月度、季度、半年度财务会计报告 Monthly, Quarterly and Semi-Annual Financial and Accounting Reports | 10 年 10 Years |
| | 年度财务会计报告 Annual Financial and Accounting Report | 永远 Eternal |
| 四 Four | 其他会计资料 Other Accounting Information | |
| 10 | 银行存款余额调节表 Bank Reconciliation Statement | 10 年 10 Years |
| 11 | 银行对账单 Bank Statement | 10 年 10 Years |
| 12 | 纳税申报表 Tax Form | 10 年 10 Years |
| 13 | 会计档案移交清册 Accounting File Transfer Ledger | 30 年 30 Years |
| 14 | 会计档案保管清册 Accounting File Retention Ledger | 永远 Eternal |
| 15 | 会计档案销毁清册 Accounting File Incineration Ledger | 永远 Eternal |

| 序号 Order | 档案名称 Record Name | 保管期限 Period of Retention |
|-------------|--|-----------------------------|
| 四 Four | 一般性文件 General Document | |
| 21 | 一般性业务文件材料 General documents | 30 年 30 Years |
| 22 | 召开会议、举办活动等形成的一般性文件材料 Materials and Documents of regular meeting and activity | |
| 23 | 人事管理工作形成的一般性文件材料 Materials and Documents of regular HR management | |
| 24 | 一般性事务管理文件材料 Materials and Documents of regular operation | |
| 25 | 关于一般性问题的请示、批复、批示、一般性工作报告、总结等 Materials and Documents of important application letter, approval, instruction, important report, summary etc. | |
| 26 | 年度或年度以上计划、总结、统计、重要专题报告等文件材料 Materials and Documents of annual report, summary, statistics and special report | |

All UFCH team members are required to ensure documents are retained in line with these guidelines and are required to follow the below procedures.

UFCH Document Retention Procedure

1. UFCH Document Retention Slip Procedure

Every UFCH document / binder must have a **UFCH Document Retention Slip** placed in the front of the document / binder. All sections will need to be fully completed.

- **Documentation Time Period – Start:** enter the date of the earliest document in the set
- **Documentation Time Period – End:** wait until it is confirmed that no more documents will be added

所有 UFCH 团队成员都必须确保文件的保留符合这些准则，并需要遵循以下程序。

UFCH 文件保留程序

1. UFCH 文件保留单

每个 UFCH 的文件/活页夹都必须在文件/活页夹的前面放上 UFCH 文件保留单。所有部分都需要完全填写。

- **文件时间段--开始:** 输入该套文件中最早的文件的日期。
- **文档时间段--结束:** 等到确认不会有更多的文档加入到这套文档中，然后输入最近的文档的日期。
- **文件名称和内容。** 写下文件的名称，并给出简

to the set, then put in the date of the most recent document

- **Document Name & Content:** Write the name of the document(s) and give a brief description
- **Retention Type & Period:** of the 15 categories, mark all categories that apply to the documents
- **Documents not to be destroyed before Date:** based on the marked categories, add the longest period to the End Date to determine the date the documents cannot be destroyed before.
 - For example, if there is a 10 year period and a 30 year category, all document must be kept for 30 years.
 - For items that are to be kept indefinitely, mark that these documents may never be destroyed.

2. UFCH Destroyed Documents Ledger

Accounting Manager is required create and keep a log of all documents that get destroyed. Every document that is destroyed must be logged in the UFCH Destroyed Documents Ledger and the **UFCH Document Retention Slip** shall be kept and filed in the ledger. Ledger should maintain the following information for all destroyed documents:

- Document time period
- Document types
- Brief description of content
- Date destroyed
- Clear reference to the relevant **UFCH Document Retention Slip**

3. Destroying UFCH Documents

After the required retention period is over, documents may be destroyed in line with these procedures:

- Get approval from the Accounting Manager prior to any records being destroyed.
- Once approved, the Accounting Manager will update the log and will retain the **UFCH Document Retention Slip** and file it with the log.
- The documents may then be completely destroyed.

RELATED FORMS

- **UFCH Document Retention Slip**

要的描述

- **保留类型和期限:** 在 15 个类别中, 标出所有适用于该文件的类别
- **不在日期前销毁的文件:** 根据标记的类别, 在结束日期上加上最长的期限, 以确定文件不能被销毁的日期。
 - 例如, 如果有一个 10 年的期限和一个 30 年的类别, 所有文件必须保存 30 年。
 - 对于要无限期保存的项目, 要标明这些文件可能永远不会被销毁。

2. UFCH 销毁的文件分类账

会计经理需要创建并保存一份所有被销毁的文件的记录。每一份被销毁的文件都必须记录在 UFCH 销毁文件分类账中, UFCH 文件保留单应保存在分类账中并存档。分类账应持有所有被销毁文件的以下信息。

- 文件时间段
- 文件类型
- 内容的简要描述
- 销毁日期
- 明确提及相关内容的 UFCH 文件保留单据

3. 销毁 UFCH 文件

在规定的保留期结束后, 可以按照这些程序销毁文件。

- 在销毁任何记录之前, 应得到会计经理的批准。
- 一旦批准, 会计经理将更新日志, 并保留 UFCH 文件保留单, 与日志一起存档。
- 然后, 这些文件可以被完全销毁。

相关表格

- **UFCH 文件保留单**

政策结束

END OF POLICY