

OnBase Document Types

Document type	DONOR FILES	FUND FILES
Annual reports	Keep copy of front cover and page that shows board membership for individual donors. For corporations and foundations, only keep copy of most recent cover page and asset summary. FOLDER: Misc.	Do not retain for fund files
BoV paperwork	N/A	Keep establishment forms, final guest list, financial back-up, narrative, and keepsake booklet FOLDER: Misc.
Checks and Deposit Forms	No longer filing copies of checks and deposit forms	REMOVE and DESTROY all old copies of checks and deposit forms
Contact reports	Only scan if prior to 1998 FOLDER: Correspondence	Only scan if prior to 1998 FOLDER: Correspondence
Correspondence from a donor	Keep all, including substantive e-mails FOLDER: Correspondence	Keep all, including substantive e-mails FOLDER: Correspondence
Correspondence to a donor	Keep all, including substantive e-mails FOLDER: Correspondence	Keep all, including substantive e-mails FOLDER: Correspondence
Deed of Gift	FOLDER: Legal	FOLDER: Legal
Deferred Gift Form	FOLDER: Legal	FOLDER: Legal
Endowment agreements	Keep all final copies. No drafts if final available FOLDER: Legal	Keep all No drafts if final available FOLDER: Legal
Endowment reports	Keep in FUND FILE	FOLDER: Correspondence

Document type	DONOR FILES	FUND FILES
Gift agreements	Keep all final copies. No drafts if final available FOLDER: Legal	Keep all final copies. No drafts if final available FOLDER: Legal
Internal communications regarding donor or gift, including emails	FOLDER: Misc.	FOLDER: Misc.
Matching Gift Forms	FOLDER: Gift Information	FOLDER: Gift Information
Media coverage, i.e. newspaper and magazine articles about the donor both internal & external	FOLDER: Misc.	FOLDER: Misc.
Naming Verification Forms i.e.: Compass Rose, Honor Roll (completed and returned)	FOLDER: Correspondence	FOLDER: Correspondence
Obituary	FOLDER: Biographical	FOLDER: Misc.
Photos	FOLDER: Photos	FOLDER: Photos
Planned giving calculations	FOLDER: Misc.	FOLDER: Misc.
Pledge forms	Keep all signed forms FOLDER: Legal	Keep all signed forms FOLDER: Legal
Proposals	FOLDER: Correspondence	FOLDER: Correspondence
Research	Keep most recent version FOLDER: Misc.	Keep most recent version FOLDER: Misc.
Trust agreements	Keep all No drafts if final available FOLDER: Legal	Keep all No drafts if final available FOLDER: Legal
Web Document (a listing of historical data from the Internet)	FOLDER: Misc.	FOLDER: Misc.
Wills, Estates	Keep all No drafts if final available FOLDER: Legal	Keep all No drafts if final available FOLDER: Legal
OTHER INFO:		