

**Executive Director**  
Dan Streeter

**Board of Directors**

**President**  
Ronald J. Paluck – Saginaw  
Retired – Assistant Vice President  
Citizens Bank

**Vice- President**  
Joseph J. Todey – Bay City  
Retired – Teacher  
Essexville-Hampton Schools

**Secretary**  
Dale E. Wieck – Bay City  
Retired Photographer  
Dale Wieck Photography

**Treasurer**  
John W. Nagy – Frankenmuth  
Retired – President  
Saginaw Products Corporation

**Directors**  
George A. Barrett  
Retired – State of Michigan

Shirley A. Bidwell – Saginaw  
Retired  
Westlund Child Guidance Clinic

Melissa L. Cabine – Saginaw  
Retired  
Director of Business & Support Services  
Bridgeport – Spaulding Community Schools

Richard J. Frontjes – Essexville  
Retired – Teacher  
Essexville-Hampton Schools

Martha S. Haenlein-Boese – Saginaw  
Retired – Administrative Assistant  
Saginaw Health Department

Gary Labadie – Bay City  
President Labadie Auto

Charles H. Lange – Montrose  
President Cignys Manufacturing

Robert W. Owens – Saginaw  
Perfusion Associates of Michigan

Ruth Anne Rye, R.N. – Hemlock  
Infection Control Consultant

Pastor William E. Severance  
Retired – Pastor  
Bethel Assembly Church of God

James A. Starks – Saginaw  
Retired – General Motors Corporation



P.O. Box 548 • Burt Street at East Genesee  
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**CITY RESCUE MISSION OF SAGINAW, INC.**

**ACCOUNTING POLICIES AND PROCEDURES MANUAL**

**Records Management and Data Security**

**Record Retention Policy:**

A listing of retention dates follows for various records retained at CRMS:

Gift in Kind Donation Receipts	7 Years
Cash Receipts	7 Years
Cancelled Checks	7 Years
Journals	7 Years
Invoices	7 Years
Expired Contracts and Leases	7 Years
Accident Reports (after settlement)	7 Years
Bank Statements & Reconciliations	7 Years

Monthly Financial Reports & Statements	3 Years
Working Papers, Budgets	3 Years
Insurance Matters: Reports, Claims, Fire Inspection	3 Years
Service Contracts	3 Years

Daily Bed Count	3 Years
Activity Reports	3 Years
Client Records	3 Years
Program Logs	3 Years

Donor Giving Records	Permanently
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**Record Destruction Policy:**

In January of each year files qualifying for destruction according to the Record Retention Policy will be set aside for destruction by shredding on site.

The CEO will be notified of all records set aside for destruction. No records will be destroyed until his approval is received.

A Record Destruction Log Book will be used to record all files that have been destroyed by shredding.

**Our Purpose:**

*To glorify God by serving people in need, proclaiming the Gospel, and establishing disciples among disadvantaged people.*



EQUAL HOUSING  
OPPORTUNITY