Document Destruction & Retention Policy

The Board of Directors of adopts the following Policy in order to strengthen its existing policies and procedures, maintain and exemplify “best practices”, and comply with applicable law[[1]](#footnote-1) and regulations.

* 1. Board, staff, and volunteers must be aware that it is a crime to destroy, alter, cover up, or falsify any document[[2]](#footnote-2) (or persuade anyone else to do so) to prevent its use in an official proceeding (for example, litigation or administrative proceeding, governmental investigation, or bankruptcy proceeding).
  2. If an official investigation is underway or even suspected, management must stop any document purging in order to avoid criminal obstruction charges.
  3. Similarly, if litigation is reasonably anticipated, document purging must be stopped.
  4. will adopt and maintain a written, mandatory document retention and periodic destruction policy (the “Document Retention Schedule”) to help limit accidental or innocent document destruction.
  5. will monitor, justify, and carefully administer the document destruction process.
  6. maintain appropriate records about its operations and will also regularly dispose of unnecessary and outdated documents in accordance with the Document Retention Schedule.
  7. will manage, store, preserve and archive documents, including e-mail and other electronic messages or data, in accordance with the Document Retention Schedule.
  8. The Board Audit Committee has responsibility for oversight of compliance with this Policy.

APPROVED BY BOARD OF DIRECTORS:

1. Nonprofit organizations are required by Sarbanes-Oxley to adopt a document retention policy (Public Company Accounting Reform and Investor Protection Act of 2002. This is one of two requirements of Sarbanes-Oxley that apply to nonprofits, which are otherwise not subject to that federal legislation. [↑](#footnote-ref-1)
2. “Document” includes e-mail, voicemail and other electronic messages or data. [↑](#footnote-ref-2)