



## **Document Retention and Destruction Policy**

### **Purpose:**

The purpose of this Document Retention and Destruction Policy is to ensure that Hope for Stomach Cancer properly maintains and retains important documents for appropriate periods, complies with legal requirements, and systematically destroys records that are no longer needed.

### **Policy:**

Hope for Stomach Cancer is committed to effective records management. This includes the creation, retention, storage, and destruction of records in compliance with all applicable laws and regulations.

### **Document Retention:**

#### **1. Types of Documents and Retention Periods:**

- **Corporate Records:**
  - Articles of Incorporation, Bylaws, Board Meeting Minutes, Board Policies/Resolutions: Permanent
  - IRS Exemption Determination Letter, State Sales Tax Exemption Letter: Permanent
- **Financial Records:**
  - Financial Statements (Audited): Permanent
  - General Ledgers, Check Registers/Books: 7 years
  - Bank Statements, Cancelled Checks, Investment Records: 7 years
  - IRS Form 990 and other tax-related documents: Permanent
- **Legal Documents:**
  - Contracts, Leases, Licenses, Agreements: 7 years after expiration
  - Legal Correspondence: Permanent
- **Insurance Records:**
  - Insurance Policies: Permanent
  - Claims Records: Permanent
  - Accident Reports: 7 years
- **Donor and Grant Records:**
  - Donor Records, Grant Applications: 7 years
  - Grant Agreements and Reports: 7 years after completion
- **Electronic Records:**
  - Email Correspondence: 3 years (unless related to legal matters, in which case follow the relevant category above)
  - Electronic Documents (Word, PDFs, etc.): Retained according to the categories above



## **2. Storage:**

- Documents will be stored in a manner that ensures their security and accessibility. Confidential documents will be stored with additional security measures, such as encryption or secure physical storage.

## **Document Destruction:**

### **1. Timing of Destruction:**

- Documents that have met the required retention period should be destroyed promptly. Destruction will be carried out in a secure manner that ensures confidentiality, such as shredding paper documents or permanently deleting electronic files.

### **2. Suspension of Destruction:**

- In the event of any pending or anticipated litigation, audit, or government investigation, destruction of relevant records will be suspended. The Chair and Executive Director or legal counsel will notify the relevant personnel of the suspension.

### **3. Compliance:**

- Hope for Stomach Cancer's Board members, volunteers, and contractors must comply with this policy. Failure to comply may result in appropriate actions, including termination of service or engagement.

## **Review and Amendments:**

This policy will be reviewed annually by the Board of Directors to ensure it remains current with legal and operational requirements. Amendments may be made as necessary.

## **Conclusion:**

Hope for Stomach Cancer is committed to the responsible management of its records, ensuring both compliance with legal obligations and the efficient operation of the organization.