

## Document Retention and Destruction Policy for Comfort Aid International

### 1. Purpose

The purpose of this Document Retention and Destruction Policy is to provide a structured guideline for Comfort Aid International in the identification, retention, storage, and destruction of the organization's documents, both paper and electronic. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate Comfort Aid International's operations by promoting efficiency and freeing up valuable storage space.

### 2. Document Retention

Comfort Aid International shall follow the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

| <b>Document Type</b>   | <b>Retention Period</b>   |
|--|---------------------------|
| Board Documents (including minutes and resolutions)          | Permanent                 |
| Bylaws and Articles of Incorporation                         | Permanent                 |
| Annual Reports   | Permanent                 |
| Financial Documents (including annual audits and statements) | 7 years                   |
| Grant Documentation  | 7 years                   |
| Tax Returns and Worksheets                                   | 7 years                   |
| Bank Statements  | 3 years                   |
| Contracts and Related Correspondence                         | 7 years after expiration  |
| Employment Applications                                      | 3 years                   |
| Payroll Records  | 7 years                   |
| Employee Contracts   | 7 years after termination |

### 3. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types in the above schedule will be maintained for the appropriate amount of time. Email communications will be saved if they fall into any document types listed in the retention schedule.

### 4. Emergency Planning

Comfort Aid International's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping Comfort Aid International operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

## **5. Document Destruction**

Comfort Aid International's chief financial officer is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation or lawsuit.

## **6. Compliance**

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Comfort Aid International and its employees and possible disciplinary action against responsible individuals. The chief financial officer and the board of directors will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.