

Records Retention Policy

Introduction

Most organizations must keep copies of certain documents for legal, regulatory, and/or operational reasons. Food Bank of the Golden Crescent is committed to good business practice and upholding the laws and regulations that govern its operation. The goal of this policy is to outline, for employees of Food Bank of the Golden Crescent, proper procedures for storing and disposing of both electronic and paper documents.

What Is a Business Record?

A business record is any print or electronic document created and maintained in the ordinary course of business. However, not every document constitutes a business record that must be kept. A document should be retained if it contains business activities that have evidentiary or reference value, or if it is the sole copy of a document. This includes, for example, job offers, contract negotiations where final pricing is set, or a policy memo. It does not include, for example, in-progress drafts, discussions, or negotiations, received copies of policy memos where an original already exists, or non-business correspondence.

Record Retention Schedule

The following table lists all document types created and maintained by Food Bank of the Golden Crescent that qualify as business records. For each document type, a mandatory retention schedule and method of disposal have been stipulated, in addition to storage locations.

Record Type	Document Owners(s)	Onsite Storage (Years)	Onsite Storage Location	Method of Disposal
<i>Accounting and General Records</i>				
All	Office Manager CPA Auditor	7	Accounting Storage Area	Shred by Offsite Storage Vendor
<i>Payroll Records</i>				
All	Office Manager UniqueHR	7	Accounting Storage Area	Shred by Offsite Storage Vendor
<i>USDA</i>				
All	Office Manager Operations Assistant Agency Relations	7	Accounting Storage Area	Shred by Offsite Storage Vendor
<i>Electronic Documents</i>				
All	IT Vendor: Prenew Local Server	7	Online Back-up Disc and Storage	Shred by Offsite Storage Vendor or IT Vendor

Policy Suspension

In some instances, this Document Retention Policy may be temporarily suspended, specifically if an investigation, litigation, or audit is anticipated. In some instances, this policy's disposal schedule may conflict with the need to produce

documents relevant to the aforementioned legal or regulatory procedures. If this is the case, then the need to comply fully with the law and/or regulation will override this policy, causing this policy to be temporarily suspended until the matter in question is satisfactorily resolved. Suspension of this policy will take the form of no business documents being disposed of whatsoever for a period of time.

Policy Non-Compliance

It is in violation of this policy to dispose of any business document types named in the retention schedule above. If you believe you have accidentally disposed of or destroyed a business document, please contact the policy administrator listed below immediately as the document may still be retrievable or salvageable, or may exist elsewhere as a copy. Your honesty in coming forward will have a significant positive impact on any disciplinary action taken, if any. If you know of anyone willfully disposing of or destroying any business documents of Food Bank of the Golden Crescent, you are under obligation to report these activities to the policy administrator listed below.

Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Failure to report known violations of this policy will be handled very seriously.

Contacts

If you have any questions or concerns regarding this policy, or would like to report a policy violation, contact the following policy administrator(s):

- Office Manager
- President / CEO