



## Document Retention and Destruction Policy

This Document Retention and Destruction Policy of the Claudius Crozet Park (the "CCP"), dated as of July 22, 2015, identifies the record retention responsibilities of staff, volunteers, and members of the Board of Directors for maintaining and documenting the storage and destruction of the CCP's documents and records from the date hereof forward. A good faith effort has been made to find and maintain all past applicable documents and records, and to comply with the terms of this policy. To the extent such documents exist and are located, they will be maintained as stated herein.

As to document destruction, the American Competitiveness and Corporate Accountability Act makes it a crime to knowingly alter, destroy, conceal or falsify any record or document with the intent to impede, obstruct, or influence a federal or administrative government investigation of the CCP. **Accordingly, when such an investigation is anticipated or ongoing, or any private litigation is threatened, this Document Retention and Destruction Policy is suspended until permission is given by the CCP Board of Directors.**

1. Rules. The CCP's staff, volunteers, and members of the Board of Directors are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the relevant administrative staff and /or department; (b) the head of each administrative/department area will be responsible for overseeing the retention and/or destruction of the relevant documents; (c) unless otherwise noted, all paper documents will be destroyed by shredding when the retention period has expired; (d) all other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year; and (e) the retention terms provided below are for the minimum period necessary. The CCP may keep any documents for a longer period as it deems necessary.

### **2. Terms for Retention.**

#### a. Retain Permanently

Articles of Incorporation, Bylaws, Board of Director Resolutions, Board of Director meeting minutes, and other organizational documents.

Filed state and federal tax returns/reports and supporting records, tax exemption determination letter, and related correspondence, IRS forms, and files related to tax audits.

Deeds, current mortgages, promissory notes, and/or bonds

b. Retain for 10 years:

Workers compensation records (after closure).

c. Retain for 7 years:

Personnel records (prior employees).

d. Retain for 3 years:

Check registers/books, business expenses documents, bank deposit slips, cancelled checks, and payroll records.

Credit card receipts.

Expired insurance policies.

Donation records including copies of receipts, correspondence, and other supporting documentation.

Volunteer records including agreements, applications, accident reports, and any other legally required documents

3. Update and Modification of Policy – The CCP Executive Committee shall have the authority to change and update these guidelines in accordance with requirements mandated by new or changed laws and regulations.

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Submitted for CCP Board Review: July 22, 2015

Approved: July 22, 2015