

## **AFDVI Document Retention Policy**

**Purpose** The purpose of this Document Retention Policy is to ensure that American Friends of D.V.I.(AFDVI) maintains essential records and information for the appropriate period, meets legal and regulatory requirements, and securely disposes of records no longer needed.

**Scope** This policy applies to all employees, contractors, and agents of AFDVI and covers all records and documents, both physical and electronic, created, received, or maintained by the organization.

**Retention Schedule** The following table outlines the retention periods for various types of documents:

<b>Document Type</b>	<b>Retention Period</b>	<b>Notes</b>
<b>Corporate Records</b>		
Articles of Incorporation, Bylaws	Permanent	
Board Meeting Minutes	Permanent	
Annual Reports	Permanent	
<b>Financial Records</b>		
Audited Financial Statements	Permanent	
General Ledgers	7 Years	
Bank Statements and Reconciliations	7 Years	
Expense Reports	7 Years	
<b>Tax Records</b>		
Tax Returns and Supporting Documents	7 Years	
Payroll Tax Records	7 Years	

<b>Document Type</b>	<b>Retention Period</b>	<b>Notes</b>
<b>Employee Records</b>		
Employment Agreements	Permanent	
Employee Personnel Files	7 Years after termination	
Payroll Records	7 Years	
<b>Legal Documents</b>		
Contracts	7 Years after expiration	
Litigation Files	Permanent or 7 Years after resolution	
<b>Operational Records</b>		
Project Files	7 Years after completion	
Correspondence (General)	3 Years	
<b>Electronic Documents and Emails</b>		
Emails related to the above categories	Same as corresponding type	To be archived or deleted as per retention schedule
General Emails	2 Years	
<b>Marketing and Sales Records</b>		
Contracts	7 Years after expiration	
Advertising and Promotional Materials	3 Years	
<b>Storage and Security</b>		
<ul style="list-style-type: none"> <li>All documents should be stored in secure, organized locations, whether in physical filing systems or electronic databases.</li> </ul>		

- Sensitive and confidential information must be stored in secure locations with restricted access.

### **Disposal Procedures**

- Documents that have reached the end of their retention period must be disposed of in a secure manner.
  - Physical documents should be shredded or incinerated.
  - Electronic documents should be deleted securely, ensuring that they cannot be recovered.
- For documents that require permanent retention, ensure they are archived appropriately and protected from damage or loss.

### **Compliance and Review**

- The Treasurer is responsible for monitoring compliance with this policy and conducting periodic audits.
- The policy will be reviewed annually or as needed to ensure it remains up-to-date with current laws and regulations.

### **Responsibilities**

- The Vice-President is responsible for implementing this policy and ensuring all employees understand their responsibilities regarding document retention and disposal.
- Employees must adhere to this policy and report any issues or concerns to President.

### **Exceptions**

- Any exceptions to this policy must be approved by the Executive Committee.

**Effective Date** This policy is effective as of September --, 2024 and will remain in effect until superseded by a revised policy.

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**American Friends of D.V.I.**

**September, 6, 2024**

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