

THRIVETOGETHER

DOCUMENT RETENTION AND DESTRUCTION POLICY

Effective Date: _____

Approved By: **Board of Directors**

ARTICLE I – PURPOSE

The purpose of this Document Retention and Destruction Policy is to:

- Ensure proper maintenance of organizational records;
- Promote compliance with legal, regulatory, financial, and operational requirements;
- Protect confidential information;
- Establish retention periods for important records;
- Provide procedures for the secure destruction of records no longer required.

This Policy applies to all directors, officers, employees, volunteers, contractors, and representatives of ThriveTogether ("Organization").

ARTICLE II – POLICY STATEMENT

ThriveTogether shall maintain complete, accurate, and secure records necessary for the operation of the Organization and compliance with applicable laws and regulations.

Records shall be retained for the periods identified in this Policy unless a longer retention period is required by law, contract, grant agreement, insurance requirement, or legal counsel.

ARTICLE III – RECORD FORMAT

Records may be maintained in:

- Paper form
- Electronic form
- Scanned digital copies
- Secure cloud storage systems
- Other legally acceptable formats

Electronic copies may serve as official records when maintained in a secure and accessible manner.

ARTICLE IV – DOCUMENT RETENTION SCHEDULE

Permanent Records

The following records shall be retained permanently:

Corporate Records

- Articles of Incorporation
- Amendments to Articles of Incorporation
- IRS Determination Letter
- Bylaws and amendments
- Board policies
- Corporate seal records (if applicable)

Governance Records

- Board meeting minutes
- Committee meeting minutes
- Board resolutions
- Annual reports
- Conflict of Interest disclosures
- Related-party transaction reviews

Property Records

- Property deeds

- Property purchase records
- Property sale records
- Major capital asset records
- Long-term lease agreements

Intellectual Property

- Trademarks
 - Copyright registrations
 - Licensing agreements
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Seven-Year Retention

The following records shall be retained for a minimum of seven (7) years:

Financial Records

- General ledgers
- Bank statements
- Reconciliations
- Expense reports
- Accounts payable records
- Accounts receivable records
- Financial statements
- Audit reports
- Grant financial reports

Tax Records

- IRS Form 990 filings
- Payroll tax filings
- State tax filings
- Supporting tax documentation

Contracts

- Vendor contracts
- Service agreements
- Administrative services agreements
- Lease records after expiration
- Insurance claim files

Donor Records

- Major gift documentation
 - Donation records
 - Grant agreements
 - Sponsorship agreements
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Five-Year Retention

The following records shall be retained for five (5) years:

Human Resources Records

- Employment applications
- Personnel files after separation
- Volunteer applications
- Volunteer service records
- Background checks (where legally permitted)

Program Records

- Community assistance records
- Program participation records
- Event records
- Outreach reports

Animal Welfare Records

- Foster agreements
 - Adoption agreements
 - Animal intake records
 - Veterinary treatment records
 - Rescue case files
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Three-Year Retention

The following records shall be retained for three (3) years:

Operational Records

- Routine correspondence
 - Event planning files
 - Marketing records
 - Social media campaign reports
 - Vendor proposals not selected
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ARTICLE V – LITIGATION HOLD

If the Organization becomes aware of:

- Litigation
- Government investigations
- Audits
- Administrative proceedings
- Legal claims
- Subpoenas

all destruction of potentially relevant records shall immediately cease.

The Board President, Executive Director, legal counsel, or designated records custodian may issue a "Litigation Hold Notice."

Records subject to a litigation hold shall be preserved until released by legal counsel.

ARTICLE VI – CONFIDENTIALITY AND SECURITY

The Organization shall take reasonable measures to protect:

- Donor information
- Financial information
- Personnel information
- Volunteer information
- Client information
- Animal rescue records
- Proprietary organizational information

Security measures may include:

- Password protection
 - Access controls
 - Encryption
 - Secure cloud storage
 - Locked file cabinets
 - Restricted record access
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ARTICLE VII – RECORD DESTRUCTION

When retention periods have expired and no litigation hold exists, records may be destroyed.

Acceptable destruction methods include:

Paper Records

- Cross-cut shredding
- Secure document destruction services

Electronic Records

- Secure deletion
- Permanent removal from storage systems
- Destruction of storage media when appropriate

Records containing confidential information shall never be discarded in ordinary trash receptacles without appropriate destruction.

ARTICLE VIII – RESPONSIBILITY FOR COMPLIANCE

The Board of Directors shall maintain oversight of this Policy.

The Organization may designate a Records Custodian responsible for:

- Maintaining records

- Monitoring retention periods
- Coordinating destruction procedures
- Maintaining litigation hold compliance

All directors, officers, employees, and volunteers shall cooperate with records management procedures.

ARTICLE IX – RELATIONSHIP TO DONOVAN ASSET GROUP LLC

Records involving transactions between ThriveTogether and Donovan Asset Group LLC shall be maintained in accordance with this Policy.

Such records may include:

- Lease agreements
- Administrative services agreements
- Donation records
- Board approvals
- Related-party transaction reviews
- Conflict of Interest disclosures

Records concerning related-party transactions shall be retained for at least seven (7) years, and Board approvals relating to such transactions shall be retained permanently.

ARTICLE X – POLICY REVIEW

The Board of Directors shall review this Policy periodically and may amend it as necessary to comply with legal, regulatory, operational, or organizational requirements.

CERTIFICATION

The Board of Directors of ThriveTogether hereby adopts this Document Retention and Destruction Policy on:

Date: _____

BOARD PRESIDENT

Name: _____

Date: _____

SECRETARY

Name: _____

Date: _____