

## **Document Retention and Destruction Policy**

### **Purpose:**

The purpose of this Document Retention and Destruction Policy is to ensure that Casa de la Cultura/Cinco de Mayo Omaha (hereafter "the Organization") retains essential records as required by law, maintains orderly record-keeping practices, and responsibly destroys records that are no longer needed. This policy applies to all records and documents, regardless of physical or electronic form.

### **1. Policy Scope and Retention Guidelines**

The following retention periods serve as a guideline for specific types of documents. The Organization will retain documents for the indicated timeframes or longer if required by legal or operational needs.

- **Corporate Records**
  - Articles of Incorporation, Bylaws, IRS Determination Letter: Permanent
  - Board Meeting Minutes and Resolutions: Permanent
  - Licenses and Permits: Permanent
- **Financial Records**
  - Audited Financial Statements: Permanent
  - General Ledgers, Tax Returns, and Records: 7 Years
  - Bank Statements, Cancelled Checks, and Deposit Slips: 7 Years
  - Expense Reports and Receipts: 7 Years
- **Employment and HR Records**
  - Employee Records and Payroll Documents: 7 Years after Termination
  - Retirement and Pension Documents: Permanent
  - Employment Applications and Resumes: 1 Year
  - Timesheets and Attendance Records: 3 Years
- **Program and Operational Records**
  - Program Reports and Evaluations: 3 Years
  - Donor Records and Acknowledgments: 7 Years
  - Grant Applications and Reports: 7 Years after Completion
- **Legal and Compliance Records**
  - Contracts and Agreements: 7 Years after Termination
  - Legal Correspondence and Case Files: 7 Years

- Insurance Policies and Claims: Permanent

## **2. Electronic Documents and Emails**

Electronic documents, including emails, are subject to the same retention rules as physical records. Employees should regularly review and delete unnecessary emails and electronic files. Important emails related to policies, financial matters, or organizational decisions should be saved in secure folders for proper retention.

## **3. Document Destruction**

After the applicable retention period, documents will be securely destroyed by shredding, deletion, or other secure methods. Records subject to legal holds or ongoing investigations must not be destroyed until the hold is lifted.

## **4. Suspension of Document Destruction for Legal Compliance**

If the Organization is involved in or anticipates litigation, audits, or investigations, the destruction of related records shall be suspended immediately. Employees will be notified, and the relevant records will be retained until it is confirmed safe to proceed with destruction.

## **5. Responsibility**

All employees, board members, and volunteers are responsible for understanding and adhering to this policy. The Executive Director and Board of Directors will oversee compliance, periodically reviewing retention practices to ensure they meet legal and operational standards.

## **6. Policy Review**

This policy will be reviewed annually to ensure it remains in compliance with current laws and reflects the evolving needs of Casa de la Cultura/Cinco de Mayo Omaha.