

Adirondack Hamlet to Hut Document Retention and Destruction Policy

I. Purpose

The purpose of this Document Retention and Destruction Policy is to ensure that Adirondack Hamlets to Huts maintains appropriate records in compliance with legal, regulatory, and operational requirements. This policy establishes guidelines for retaining, backing up, archiving, and properly disposing of documents to foster accountability, transparency, and good record-keeping practices.

II. Scope

This policy applies to all records, whether paper or electronic, created or received in the course of Adirondack Hamlets to Huts' operations. It includes financial records, governance documents, personnel files, program-related records, and any other documentation relevant to the organization's functions.

III. Responsibility

The Executive Director, in collaboration with the Board of Directors, is responsible for implementing and enforcing this policy. Staff and volunteers handling records must follow these retention and destruction guidelines.

IV. Document Retention Schedule

The following table outlines the minimum retention periods for various types of records:

Record Type	Retention Period	Storage Method
Governance Records		
Articles of Incorporation, Bylaws, IRS Exemption Determination Letter	Permanent	Secure digital and physical copies
Board meeting minutes, resolutions	Permanent	Digital and physical archive
Conflict of Interest disclosures	7 years	Digital or physical

Financial Records

Audited financial statements, tax returns (Form 990)	Permanent	Digital and physical archive
General ledgers, financial reports	7 years	Digital and physical
Bank statements, deposit records, invoices	7 years	Digital
Payroll records	7 years	Secure digital storage

Legal and Compliance Records

Contracts, leases, agreements	7 years after expiration	Digital and physical
Insurance policies	7 years after expiration	Digital and physical
Litigation records	Permanent	Digital and physical

Program and Operational Records

Grant applications and reports	7 years	Digital and physical
Donor records	7 years	Secure digital storage
Participant and program reports	7 years	Digital or physical

Personnel Records

Employee personnel files	7 years after termination	Secure digital and physical
Background checks	7 years	Secure storage

Volunteer records

3 years after last
activity

Digital or physical

V. Electronic Records and Data Protection

1. All critical records will be backed up regularly and stored securely.
2. Access to electronic records will be restricted to authorized personnel only.
3. Confidential records, including donor and personnel data, will be encrypted and password protected.

VI. Document Destruction

1. Documents that have met their retention period must be securely destroyed.
2. Physical records will be shredded or incinerated to prevent unauthorized access.
3. Electronic files will be permanently deleted from all storage locations, ensuring no residual data remains.
4. Records subject to litigation, audits, or government investigations will not be destroyed until the matter is fully resolved.

VII. Policy Review and Compliance

1. This policy will be reviewed periodically by the Board of Directors to ensure compliance with IRS regulations and best practices.
2. Any violations of this policy must be reported to the Executive Director or Board of Directors.
3. Staff and volunteers will receive training in document retention procedures as needed.