

Document Retention & Destruction Policy

Fox Hope Foundation

Purpose:

Ensure proper maintenance, storage, and destruction of organizational documents.

Retention Requirements:

- Articles of Incorporation & Bylaws – Permanent
- Board Minutes & Resolutions – Permanent
- Financial Statements – 7 years
- Donor Records – 7 years
- Grant Files – Life of grant + 7 years
- Personnel Records – Duration of employment + 7 years

Destruction:

Documents past retention periods may be destroyed securely (shredding, digital wiping).

Signature:

Board President: Traci Date: 12/24/25

Executive Director: Sy Date: 12/24/25

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