

DOCUMENT RETENTION AND DESTRUCTION POLICY

OF
THE NASH GROUP COMMUNITY FOUNDATION, INC.

Adopted: _____, 2025

ARTICLE I – PURPOSE AND SCOPE

1.1 Purpose. This Document Retention and Destruction Policy ("Policy") of The Nash Group Community Foundation, Inc. ("Foundation") provides guidelines for the retention and destruction of documents and records. The purpose of this Policy is to:

- (a) Ensure compliance with applicable federal, state, and local laws and regulations;
- (b) Preserve documents necessary for the Foundation's ongoing operations and historical record;
- (c) Protect the Foundation in the event of litigation or government investigation;
- (d) Maintain accountability and transparency to donors, grantors, and the public;
- (e) Efficiently manage storage space and associated costs.

1.2 Scope. This Policy applies to all documents and records of the Foundation, regardless of format (paper, electronic, audio, video, or other media), and applies to all Directors, Officers, employees, volunteers, and agents of the Foundation.

1.3 Definitions. For purposes of this Policy, "documents" and "records" include all recorded information, regardless of physical form or characteristics, created or received by the Foundation in connection with the transaction of its business. This includes paper documents, electronic files, emails, databases, spreadsheets, photographs, audio and video recordings, and all other forms of recorded information.

ARTICLE II – ADMINISTRATION

2.1 Policy Administrator. The Chief Executive Officer (or, if none, the Board Chair) shall serve as the Policy Administrator and shall be responsible for overseeing the implementation of this Policy, including:

- (f) Ensuring that all personnel are informed of and comply with this Policy;
- (g) Maintaining the document retention schedule and updating it as necessary;
- (h) Coordinating the annual review of documents for destruction;
- (i) Implementing litigation holds when necessary;
- (j) Reporting to the Board on compliance with this Policy.

2.2 Staff Responsibilities. All Directors, Officers, employees, and volunteers are responsible for:

- (k) Understanding and complying with this Policy;
- (l) Properly organizing and maintaining documents within their custody;
- (m) Promptly notifying the Policy Administrator of any litigation hold requirements;

(n) Cooperating with document retention and destruction procedures.

ARTICLE III – DOCUMENT RETENTION SCHEDULE

3.1 General Principles. Documents shall be retained for the periods specified in the Document Retention Schedule (Exhibit A). The retention periods are minimum requirements; documents may be retained longer if necessary for business purposes, provided they are not subject to destruction under a litigation hold.

3.2 Retention Period Categories. The following retention period categories are used in the Document Retention Schedule:

- **Permanent:** Documents that must be retained indefinitely.
- **7 Years:** Documents that must be retained for seven years after the date of creation or the relevant event.
- **5 Years:** Documents that must be retained for five years after the date of creation or the relevant event.
- **3 Years:** Documents that must be retained for three years after the date of creation or the relevant event.
- **Current + 1 Year:** Documents retained for the current year plus one additional year.

ARTICLE IV – CORPORATE AND GOVERNANCE RECORDS

The following corporate and governance records shall be retained as indicated:

Document Type	Retention Period
Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
IRS Determination Letter	Permanent
IRS Form 1023/1024 Application	Permanent
State Tax Exemption Documents	Permanent
Board Meeting Minutes	Permanent
Board Resolutions	Permanent
Committee Meeting Minutes	Permanent
Conflict of Interest Disclosure Forms	7 Years
Board Policies	Permanent
Strategic Plans	Permanent

ARTICLE V – FINANCIAL RECORDS

The following financial records shall be retained as indicated:

Document Type	Retention Period
Annual Audited Financial Statements	Permanent
Annual Budgets	Permanent
IRS Form 990 and Schedules	Permanent
General Ledger	Permanent
Chart of Accounts	Permanent
Accounts Payable/Receivable Ledgers	7 Years
Bank Statements and Reconciliations	7 Years
Cancelled Checks	7 Years
Invoices (Paid)	7 Years
Expense Reports and Receipts	7 Years
Credit Card Statements	7 Years

Document Type	Retention Period
Investment Statements and Records	Permanent
Petty Cash Records	3 Years

ARTICLE VI – TAX RECORDS

The following tax records shall be retained as indicated:

Document Type	Retention Period
IRS Forms 990 (all versions)	Permanent
IRS Forms 1099	7 Years
State and Local Tax Filings	7 Years
Payroll Tax Returns (941, 940)	7 Years
W-2 and W-4 Forms	7 Years
Tax Exemption Certificates	Permanent

ARTICLE VII – DONOR AND FUNDRAISING RECORDS

The following donor and fundraising records shall be retained as indicated:

Document Type	Retention Period
Donor Records and Gift History	Permanent
Gift Agreements and Pledges	Permanent
Donation Acknowledgment Letters	7 Years
Grant Applications and Proposals	7 Years
Grant Award Letters and Agreements	Permanent
Grant Reports (Interim and Final)	7 Years after grant end
Charitable Gift Annuity Records	Permanent
Planned Gift Documentation	Permanent
Fundraising Event Records	7 Years

ARTICLE VIII – EMPLOYMENT AND PERSONNEL RECORDS

The following employment and personnel records shall be retained as indicated:

Document Type	Retention Period
Personnel Files (Active Employees)	Duration of employment
Personnel Files (Terminated Employees)	7 Years after termination
Employment Applications (Not Hired)	3 Years
I-9 Forms	3 Years after hire or 1 Year after termination
Payroll Records	7 Years
Timesheets	7 Years
Employee Benefit Records	7 Years after termination
Workers' Compensation Records	10 Years
OSHA Records	5 Years
Performance Evaluations	7 Years after termination
Disciplinary Records	7 Years after termination
Employee Handbook Acknowledgments	7 Years after termination

ARTICLE IX – CONTRACTS AND LEGAL RECORDS

The following contracts and legal records shall be retained as indicated:

Document Type	Retention Period
Contracts and Agreements (Active)	Duration + 7 Years
Leases (Real Property)	Duration + 10 Years
Deeds and Property Records	Permanent
Insurance Policies	Permanent
Insurance Claims and Correspondence	7 Years after resolution
Litigation Files	Permanent
Legal Opinions	Permanent
Vendor/Supplier Contracts	Duration + 7 Years
Intellectual Property (Trademarks, Copyrights)	Permanent

ARTICLE X – PROGRAM RECORDS

The following program records shall be retained as indicated:

Document Type	Retention Period
Program Participant Files	7 Years after completion
Program Evaluations and Outcome Data	Permanent
Curriculum and Training Materials	Current + 3 Years
Consent Forms and Waivers	7 Years after program completion
Annual Reports	Permanent
Impact Studies and Research	Permanent

ARTICLE XI – ELECTRONIC RECORDS AND DATA

11.1 Electronic Records. Electronic records are subject to the same retention requirements as paper records. Electronic records include, but are not limited to:

- Emails and email attachments
- Word processing documents
- Spreadsheets and databases
- Digital images and photographs
- Audio and video recordings
- Website content
- Social media content

11.2 Backup and Recovery. The Foundation shall maintain appropriate backup procedures for electronic records and shall ensure that backed-up records can be retrieved and read for the duration of the applicable retention period.

11.3 Email Retention. Emails that document Foundation business, decisions, or transactions shall be retained according to the applicable retention period for the subject matter. Routine emails that do not document business activities may be deleted after one year.

11.4 Data Security. Electronic records shall be maintained in a secure manner with appropriate access controls, encryption where appropriate, and protection against unauthorized access, modification, or destruction.

ARTICLE XII – LITIGATION HOLD PROCEDURES

12.1 Definition. A "litigation hold" is a directive to preserve all documents and records that may be relevant to pending, threatened, or reasonably foreseeable litigation, government investigation, or audit.

12.2 Implementation. When a litigation hold is issued:

- (o) The Policy Administrator shall issue written notice to all affected personnel;
- (p) All destruction of documents covered by the hold shall immediately cease;
- (q) Affected personnel shall preserve all relevant documents in their current form;
- (r) The hold shall remain in effect until released in writing by legal counsel or the Policy Administrator.

12.3 Scope. Litigation holds shall cover all documents, regardless of format, that may be relevant to the matter at issue. This includes paper documents, electronic files, emails, voicemails, text messages, social media content, and any other recorded information.

ARTICLE XIII – DOCUMENT DESTRUCTION PROCEDURES

13.1 Annual Review. At least annually, the Policy Administrator shall coordinate a review of documents to identify those that have met their retention period and are eligible for destruction.

13.2 Destruction Methods. Documents shall be destroyed in a manner appropriate to their sensitivity:

- (s) **Confidential paper documents:** Shredding or incineration
- (t) **Non-confidential paper documents:** Recycling
- (u) **Electronic records:** Permanent deletion using appropriate software
- (v) **Storage media:** Physical destruction or secure wiping

13.3 Documentation. A record of all document destruction shall be maintained, including the date of destruction, description of documents destroyed, destruction method, and the individual who authorized or performed the destruction.

13.4 Prohibition. No documents shall be destroyed if they are subject to a litigation hold, regardless of whether the retention period has expired. Destruction of documents in violation of a litigation hold may result in legal sanctions and disciplinary action.

ARTICLE XIV – COMPLIANCE AND ENFORCEMENT

14.1 Training. All Directors, Officers, employees, and volunteers shall receive training on this Policy upon commencement of their service and periodically thereafter.

14.2 Violations. Violations of this Policy may result in disciplinary action, up to and including termination of employment or removal from the Board. Intentional destruction of documents in violation of this Policy or a litigation hold may also result in civil or criminal liability.

14.3 Questions. Any questions regarding this Policy or its application should be directed to the Policy Administrator.

ARTICLE XV – AMENDMENTS AND REVIEW

15.1 Review. This Policy shall be reviewed at least every three years, or more frequently as needed, to ensure it remains current with legal requirements and best practices.

15.2 Amendment. This Policy may be amended by a majority vote of the Board of Directors at any regular or special meeting.

CERTIFICATION OF ADOPTION

The undersigned Secretary of The Nash Group Community Foundation, Inc. hereby certifies that the foregoing Document Retention and Destruction Policy was duly adopted by the Board of Directors on the _____ day of _____, 2025.

Secretary

Date: _____

Chair of the Board

Date: _____