

The Denan Project, Inc. (TDP) Document Retention and Destruction Policy

I. Purpose

A. TDP recognizes the importance of maintaining records for many reasons, including, but not limited to, the following:

1. Maintain a record of the legal structure of TDP
2. Document Board and board committee membership, decisions and activities
3. Maintain a list of non-voting affiliates
4. Maintain TDP's policies -- both board and administrative policies
5. Allow TDP to demonstrate effective pursuit of its mission, to evaluate the success of its programs and to determine whether the organization is achieving desired results
6. Maintain a record of federal and state tax filings and important supporting information
7. Maintain a record of financial statements and budgets and important supporting information, to monitor budgetary and financial results and activities, and to identify sources of receipts
8. Identify all donations and grants and to maintain required documents
9. Maintain personnel and employment records
10. Maintain records of all contracts or other documents creating legal obligations or potential legal liabilities, including insurance contracts, vendor contracts, personal services contracts, leases and other property related contracts, as well as notices of any legal processes involving TDP or of any government investigations.

B. TDP's goal is to maintain such documents for a time period defined at a minimum by law, but otherwise for as long as such documents create an important historical record of TDP's activities or may be relevant to TDP's business needs, legal obligations, or any litigation or investigation.

II. Method of Retention

A. TDP may maintain records in electronic form or paper or in any other safe and reliable manner.

B. Records shall be stored in a secure location, which may be in the TDP offices or in a storage facility or other location.

C. TDP shall maintain a record of where records are stored or located so that they may be accessed within a reasonable period of time.

III. Document Destruction, Including Prohibition on Document Destruction

A. Documents not covered by this policy shall be destroyed when no longer useful to TDP and the files of TDP should be periodically culled of such documents.

B. Documents covered by this policy must be maintained for the period established in this policy, at a minimum, but may be maintained for a longer period of time.

C. Documents may not be destroyed and must be preserved and not altered in any manner if TDP knows or has been informed that they may be relevant to an investigation by any government entity or to litigation or potential litigation.

IV. President's Authority

A. The President is authorized and directed to take steps to reasonably implement this policy and shall report to the Board on any issues, resource constraints, or concerns related to adequate implementation of this policy.

B. The President shall notify the Board of any additional document retention requirements mandated by law that should be added to this policy, and is directed to implement such requirements, even if not included in this policy.

C. The President may, by administrative policy and without Board authorization, create additional document retention requirements, as long as such requirements are not more restrictive than this policy.

V. Documents that must be maintained and retention periods

Legal structure of TDP

1. Articles of Incorporation and any amendments

Permanently

2. Annual filing with the Secretary of State

Permanently

3. Bylaws and any amendments

Permanently

4. IRS Form 1023 and amendments

Permanently

5. IRS letter recognizing TDP's tax-exempt status

Permanently

Board and Board Committee membership, decisions and activities

1. Minutes of Board and standing committee meetings

Permanently

2. Financial statements and budgets approved by the Board or any committee of the Board

Permanently

3. List of board members, contact information, and their terms

Permanently

History: Adopted by the board on _____

Note IV C optional

V – add additional items and retention time periods