



HAITIAN AMERICAN NURSES ASSOCIATION OF FLORIDA, INC

Section:	Policy & Procedures: RETENTION AND DESTRUCTION OF DOCUMENT		
	Issued: 12/2022	Revised:	Page 1 of 2

Policy: The Retention and Destruction of Document Policy identifies the record retention responsibilities of members of the board of directors and employees for maintaining and documenting the storage and destruction of the Haitian American Nurses Association of Florida, Inc. (HANA)'s records and document.

Procedures

1.Rules. The Association members of the Board of Directors, employees and independent contractors are required to honor these rules:

(a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the members of board of directors and employees;

(b) all other paper documents will be destroyed after seven years;

(c) all pertinent legal electronic documents should be transferred to a secured password required storage and be deleted from all individual computers, data bases, networks, and back-up storage after one year; and

(d) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**

2. Terms for retention

a. Retain permanently:

Governance records – Articles of Incorporation, Determination letter from the IRS, Bylaws, Board of Directors and general membership minutes.

Tax records - Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.

Intellectual property records - Copyright and trademark registrations and samples of protected works.

Financial records - Audited financial statements, attorney contingent liability letters.

c. Retain for three years:



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Employee/employment records - Employee names, addresses, social security numbers, dates of birth, INS Form 1-9, resume /application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time /payroll records, leave /comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).

Lease, insurance, and contract/license records - Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

b. Retain for one year:

Electronic record, documents, and files not listed above - Correspondence files, past budgets, bank statements, publications, employee manuals /policies and procedures, survey information.

Approved by:	Board of Directors
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