

MENAC Inc.

Document Retention & Destruction Policy

Purpose

MENAC Inc. is committed to maintaining accurate records in compliance with federal, state, and local laws, as well as recognized nonprofit best practices. This policy establishes guidelines for the retention, storage, and destruction of documents to ensure transparency, accountability, and proper management of organizational records.

Scope

This policy applies to all records created, received, or maintained by MENAC Inc., including those handled by the Board of Directors, officers, employees, volunteers, and contractors.

Record Retention

MENAC Inc. retains records for periods required by law or operational necessity. Records include, but are not limited to:

- **Governing Documents** (Articles of Incorporation, Bylaws): Permanently
- **Board Records** (minutes, resolutions): Permanently
- **Financial Records** (budgets, general ledgers, bank statements): Minimum 7 years
- **Grant & Contract Records**: Minimum 7 years after closeout
- **Tax Filings & Audit Reports**: Permanently
- **Personnel Records**: Minimum 7 years after separation
- **Program Records & Reports**: Minimum 5 years
- **Insurance Policies**: Permanently (expired policies retained)

Records may be stored in paper or electronic format, provided they are secure, accessible, and protected against unauthorized access.

Document Storage

MENAC Inc. ensures that records are stored securely and confidentially. Electronic records are password-protected when appropriate, and physical documents are maintained in locked storage with access limited to authorized personnel.

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Destruction of Records

Documents that have met their required retention period may be destroyed in a secure manner (e.g., shredding paper documents or permanently deleting electronic files). **No records may be destroyed if they relate to an ongoing or anticipated audit, investigation, legal matter, or public inquiry.**

Legal Holds

If MENAC Inc. becomes aware of any pending or potential litigation, audit, or investigation, all document destruction related to the matter will be immediately suspended until the issue is resolved.

Compliance

Intentional destruction, alteration, or concealment of records to obstruct an investigation or audit is strictly prohibited and may result in disciplinary action.

Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect changes in law, regulations, or organizational operations.

The point of contact concerning this policy is Mr. Avin Hinton, Senior Vice President of Human Resources, avin.hinton@menac.org.

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