

Boxes of Basics Document Retention and Destruction Policy

1. Purpose Boxes of Basics is committed to maintaining proper records management practices to ensure compliance with legal requirements, safeguard confidential information, and promote organizational efficiency. This policy establishes guidelines for the retention and proper destruction of documents in accordance with applicable laws and best practices.

2. Scope This policy applies to all records and documents, regardless of format (physical or digital), created or received by Boxes of Basics, including employees, volunteers, and board members.

3. Retention Periods Documents shall be retained for the periods specified below unless required for ongoing litigation, audits, or legal compliance:

- **Corporate Records**
 - Articles of Incorporation, Bylaws, Board Meeting Minutes: **Permanent**
 - Tax Exemption Documents (IRS Determination Letters, Annual Filings): **Permanent**
- **Financial Records**
 - Financial Statements, Audit Reports: **7 years**
 - Bank Statements, Cancelled Checks, Expense Reports, Invoices: **7 years**
 - Payroll Records: **7 years**
- **Legal and Compliance Documents**
 - Contracts, Agreements: **7 years after termination**
 - Insurance Policies: **7 years after expiration**
 - Incident Reports, Claims, and Litigation Documents: **7 years after resolution**
- **Operational and Program Documents**
 - Donor Records: **7 years**
 - Volunteer Records: **5 years after last activity**
 - Grant Applications and Reports: **5 years**

4. Secure Storage and Access All records must be stored securely to prevent unauthorized access, loss, or damage. Access to sensitive information shall be limited to authorized personnel only.

5. Document Destruction

- Paper documents shall be shredded before disposal.
- Electronic records shall be permanently deleted and removed from backup systems.
- Documents subject to legal holds or investigations must not be destroyed until clearance is obtained from legal counsel or the Board of Directors.

6. Policy Compliance and Review Failure to comply with this policy may result in disciplinary action. This policy shall be reviewed periodically by the Board of Directors and updated as necessary to ensure continued compliance with legal and operational requirements.

For any questions regarding this policy, please contact the Board of Directors at Boxes of Basics.