



# THE LAVA DOME sports complex

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## **DOCUMENT AND RECORD RETENTION POLICY**

The Lava Dome Sports Complex, a 501(c)(3) public nonprofit organization

At The Lava Dome, we recognize the importance of maintaining accurate and concise records of our activities. To ensure that our records are properly maintained and stored, we have created the following document and records retention policy.

1. All documents and records must be stored in a secure, safe environment. This includes paper files, digital files, and any other type of records.
2. All documents and records must be labeled with the date they were created, the type of document or record, and the name of the responsible party.
3. All documents and records must be maintained for at least seven years, unless otherwise specified in the policy or law.
4. Any documents or records that are no longer needed should be destroyed in a secure manner, to ensure the confidentiality of the data.
5. All documents and records should be regularly reviewed and updated as necessary, to ensure that they remain accurate and up to date.
6. All documents and records should be stored in a secure, organized manner, to facilitate easy retrieval and review.
7. All digital files should be backed up in a secure environment, to ensure that they are not lost or corrupted.
8. All documents and records should be reviewed for accuracy, completeness, and currency on a regular basis.
9. All documents and records should be securely destroyed when they are no longer needed, to ensure the confidentiality of the data.

We hope that this policy will help us to maintain an accurate and organized system of records and documents, to keep our organization running smoothly and efficiently. Thank you for taking the time to read and understand our document and records retention policy.