

Document Retention & Destruction Policy - ElevIQ Foundation

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Effective Date: October 1, 2025

Purpose

The Document Retention and Destruction Policy ensures that ElevIQ Foundation retains necessary records for appropriate periods and properly disposes of them when no longer required.

Retention Periods

Examples: Financial records – 7 years; Board minutes – permanent; Employment records – 7 years after termination; Tax filings – permanent.

Destruction

Records that are no longer needed will be destroyed in a secure manner, such as shredding or secure electronic deletion.

Litigation Hold

If litigation or investigation is expected, relevant records must not be destroyed until the matter is resolved.