

## Document Retention Policy

### 1. Purpose:

The purpose of this policy is to ensure that Poway Unified School District Foundation (PUSDF) manages data in an efficient and effective manner, maintains historical records related to its financial and administrative operations, and purges documents as part of its normal management process. By establishing a specific timeline for document purging, this shall also ensure compliance with the Sarbanes-Oxley Act, which prohibits the alteration, falsification or destruction of documents that are part of any official proceeding. If anyone associated with PUSDF becomes aware of any investigation, PUSDF shall be notified immediately so that document purging will cease and all relevant documents will be appropriately identified and protected.

### 2. Definitions:

- a. "Document" refers to any item listed in the table below, in either hard copy, or electronic form. Electronic files also include those in audio/visual or emailed forms.
- b. "Administrative" refers to documents pertinent to the day-to-day operations of PUSDF.
- c. "Historic" refers to documents that are valuable for maintaining knowledge of the history of PUSDF and its work.
- d. "Legal" refers to any document that is a contract or agreement between parties, that contain financial information relevant to IRS filings, or that must be maintained to comply with laws and regulations.
- e. "Recycle/scrap paper" includes disposal by normal recycling methods or reuse as scrap paper for internal printing or note taking.
- f. "Shred" means using a shredder machine to properly shred and dispose of documents.
- g. "Delete" means to delete an electronic file.

### 3. Labeling and Storage:

All files, both hard copy and electronic, shall be labeled by topic and year (if applicable). Electronic copies shall be saved in appropriate folders on a network drive. Hard copies shall be stored in file cabinets, or archived. Archived hard copy files shall be stored in firm, water and animal proof containers, clearly labeled with "PUSDF" topic, and year. If documents of similar type and with the same retention and destruction requirements are stored together, they shall also be labeled with a "destroy after" date so that they do not have to be reviewed additional times.

#### 4. Review and Purging:

Review and purging of files may take place in an ongoing manner, but must occur at least every two years in even numbered years, and must follow the minimum retention requirements stated below. Such review and purging must also occur prior to archival storage of any files.

#### 5. Document Drafts:

Once the final copy of a document has been completed, the drafts may be recycled or deleted, unless they are documents of legal value. For documents determined to be of legal value, drafts containing comments shall be saved for a minimum of two years, and drafts without comment may be destroyed once the final version is complete.

Organizational founding documents (e.g. Articles of Incorporation, Bylaws, IRS Letter of Determination)	Legal, historic	Permanently	N/A
Formal meeting notes (e.g. Board, Advisory Committee)	Administrative, historic	Permanently	N/A
Informal (handwritten) meeting notes (e.g. staff meetings)	Administrative	2 years, or longer if topics remain relevant	Recycle/scrap paper
Funded grant proposals, reports, correspondence, etc.	Administrative, historic, legal	7 years after closure	Shred financial and private information, or recycle/scrap; delete electronic version
Rejected grant proposals, correspondence, etc.	Administrative, historic	2 years after rejection	Shred financial and private information, or recycle/scrap; delete electronic version
Timesheets	Administrative, historic, legal	7 years after end of employment	Shred if contains personal information, or recycle/scrap
Expense reports	Administrative, historic, legal	7 years after end of employment	Shred if contains financial information, or recycle/scrap
Budgets	Administrative, historic, legal	7 years	Shred; delete

Subscriptions/memberships	Administrative, historic, legal	2 years after end of subscription	Shred if contains financial information, or recycle/scrap
Employee evaluations	Administrative, historic, legal	7 years while employed, 2 years after end of employment.	Shred; delete
Contracts with, invoices from, vendors	Administrative, historic, legal	7 years after expiration/payment	Shred; delete
Workshop files • Marketing • Attendee list • Invoices from consultants or payment record from attendees • Payments for food/supplies	Administrative, historic, and/or legal	7 years	Recycle/scrap; delete
Contracts with consultants		7 years	Shred
General information		2 years	Recycle/scrap; delete
Topical information	Administrative	2 years, or as long as still relevant	Recycle/scrap; delete
Correspondence (general)	Administrative, historic	2 years or as long as still relevant	Recycle/scrap; delete
Photographs	Administrative, historic		
High quality with details of event		10 years	Recycle/scrap; delete
Photos missing details of event		2 years	
Low quality	2 years		
Press clippings	Historic	Permanently if electronic or a hard copy without electronic backup; 2 years for hardcopy with backup	