



**FOOD FOR NEIGHBORS®**

HUNGER IS CLOSER THAN YOU THINK.

## **Food For Neighbors - Document Retention and Destruction Policy**

### **Purpose**

At Food For Neighbors, we recognize the importance of systematic document management to preserve our history, ensure accountability, and comply with legal obligations. This policy outlines our commitment to responsibly retaining and destroying records while safeguarding our stakeholders' information.

### **Scope**

This policy applies to all employees, volunteers, board members, and contractors of Food For Neighbors. It encompasses all formats of records, including paper, electronic files, emails, and other media.

### **Document Retention Schedule**

Food For Neighbors adheres to a structured document retention schedule that categorizes records by type and defines the duration for which each category should be retained. Key categories include:

- Financial Records: 7 years
- Employee Records: 7 years after termination
- Donor Information: Permanently
- Board Meeting Minutes: Permanently
- Grant Applications and Related Correspondence: 7 years after the completion of the grant period

This schedule is subject to change in response to legal requirements or organizational needs.

### **Electronic Records**

Electronic documents shall be managed in accordance with the same principles as paper records. Employees, contractors and Board members are responsible for ensuring that electronic records are stored in designated areas and are accessible during the retention period.

### **Destruction Procedures**

When records reach the end of their retention period, they will be destroyed in a manner that protects sensitive information from unauthorized access. Paper records will be shredded or incinerated, while electronic records will be deleted using methods that prevent data recovery.

### **Suspension of Destruction in Case of Legal Actions**

In the event of a lawsuit or investigation, the destruction of relevant documents will be suspended. This litigation hold overrides the standard document retention schedule and will be lifted only upon the resolution of the legal action.

### **Policy Review and Updates**

This policy will be reviewed annually to ensure compliance with current laws and regulations. Amendments will be made as necessary to reflect changes in legal requirements or organizational operations.

### **Responsibility**

All staff, contractors, volunteers, and Board members are responsible for understanding and adhering to this policy. The [Designated Officer/Committee] will oversee the implementation of this policy and address any questions or concerns.

### **Questions**

For any inquiries regarding this policy, please contact:

Anne Pharr

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