RECORDS RETENTION & CORPORATE RECORDS POLICY

Board Policy

Purpose

To ensure HFJO maintains reliable corporate, financial and governance records and protects confidential information.

Policy

- HFJO will maintain required corporate records, including governing documents, director/officer information, minutes and resolutions, and appropriate accounting records.
- Official Board minutes and resolutions must be retained in the corporate records.
- Financial, donor, grant, scholarship and contractual records must be retained for the period required by law, funding terms or organizational need.
- Records subject to a legal, regulatory or audit hold must not be destroyed.
- Access to confidential records must be limited appropriately.
- Operational copies may be securely destroyed when no longer required, subject to the approved retention schedule.
- HFJO will keep all documents and important information for a period of 15 years.

Retention Schedule

Management should maintain a practical retention schedule identifying record categories, minimum retention periods, responsible owners and secure disposal methods.