



A SOLUTION TO THE PROSTHETIC NEED THAT PLAGUES THE WORLD'S POOR

Document Retention and Destruction Policy

Purpose

The purpose of this policy is to ensure that the non-profit organization Hope To Walk retains necessary records for legal, financial, and operational purposes, and appropriately disposes of records that are no longer required. This policy is also designed to ensure compliance with applicable laws and to protect confidential information.

Scope

This policy applies to all records, whether paper or electronic, created, received, or maintained by Hope To Walk in the course of its operations. It covers employees, board members, contractors, and volunteers.

Retention Schedule

Hope To Walk will retain documents according to the following general guidelines:

- **Permanent Retention:** Articles of Incorporation, IRS determination letters, bylaws, board meeting minutes, audited financial statements, and key legal documents.
- **7 Years:** Financial records (e.g., tax returns, general ledgers, invoices, bank statements), payroll documents, grant records, and donor records.
- **3 Years:** Employment applications, routine correspondence, and insurance policies (after expiration).
- **As Needed:** Emails and other digital communication will be retained based on their content and classification within the above categories.

Document Destruction

Documents that have met their required retention period will be destroyed in a manner that protects the confidentiality of the information. Paper documents will be shredded, and electronic files will be securely deleted.

Suspension of Destruction

In the event of an investigation, audit, or legal hold, all destruction of potentially relevant documents must be suspended immediately until further notice from the Executive Director or legal counsel.

Responsibility

It is the responsibility of each staff member, under the guidance of the Executive Director, to ensure that records are maintained and disposed of in accordance with this policy.

Policy Review

This policy will be reviewed annually by the Board of Directors and updated as needed to ensure continued compliance and relevance.



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Contact for Questions

For questions about this policy or recordkeeping responsibilities, please contact:
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