

Athletes for Hope: *Records Retention & Destruction Policy*

Purpose

Athletes for Hope is committed to maintaining records in compliance with legal, regulatory, and operational requirements, while ensuring the secure destruction of documents that are no longer needed.

Scope

This policy applies to all employees, contractors, and volunteers who create, receive, or manage organizational records in any format (paper, electronic, or digital).

Record Retention Guidelines

Record Type	Retention Period	Notes
Corporate Documents (Bylaws, Articles of Incorporation, Board Minutes)	Permanent	Essential legal documents
IRS & Tax Records (Form 990, 1099s, tax filings)	7 years	Aligns with IRS recommendations
Financial Records (Invoices, Bank Statements, Ledgers)	7 years	Supports audits and reporting
Contracts & Agreements	7 years after expiration	Includes leases, vendor contracts, grant agreements
Donor Records & Gift Acknowledgements	7 years	For audit and donor stewardship purposes
Employee Records (Payroll, Benefits, Performance)	7 years after termination	Required for compliance and HR purposes
Grant Records & Reports	7 years after completion	Some funders may require longer retention

Electronic Communications & Misc. Operational Records	3–5 years	Retain key correspondence; delete routine or outdated files
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Destruction Guidelines

- Records that have passed their retention period must be destroyed securely:
 - Paper: Shredded or incinerated
 - Electronic: Permanently deleted or securely wiped
- Sensitive information (donor PII, employee SSNs, financial data) must always be destroyed securely.
- Staff responsible for destruction should log the record type, destruction date, and responsible staff member.

Policy Review

This policy will be reviewed at least every 2 years or sooner if legal or operational changes require an update.