

# **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.

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## **Scope**

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

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## **Record Retention Guidelines**

<b>Record Type</b>	<b>Retention Period</b>	<b>Notes</b>
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 Operational Records	3–5 years	Retain key correspondence; delete routine or outdated files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.

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## Policy Review

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