

Category: Operations

Policy Title: Record Retention

Policy Statement: Records should be retained and properly safeguarded according to their intended use. Each department is responsible for determining the length of time a document created or used by their department must be kept and the disposal schedule of such documents.

Procedures: Permanent records that must be kept indefinitely should be clearly marked "Permanent Records" and stored in an area which is fire resistant, water resistant and not exposed to electronic or magnetic damage. The items should be stored in a secured storage area which will protect the record from theft or malicious destruction.

Contacts: Chief Financial Officer

Approved Date: 10/1/2016

Policy History:

Keywords: records, retention, disposal, destroy

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