

Record Retention Policy for Dragon Boat Charleston

1. Purpose

The purpose of this Record Retention Policy is to ensure the proper management, retention, and disposal of DBC's records. This policy aims to comply with legal requirements, facilitate efficient business operations, safeguard sensitive information, and support the organization's mission.

2. Types of Records

This policy applies to all records, regardless of format, created or received by DBC in the course of its operations. This includes, but is not limited to, financial records, donor information, employee records, meeting minutes, contracts, and correspondence.

3. Record Retention Periods

Below are the recommended minimum retention periods for various types of records:

- **Financial Records:** 7 years
 - This includes budgets, audits, tax returns, invoices, receipts, and expense reports.
- **Donor Records:** 7 years after the last donation
- **Employee Records:** 7 years after the employee's termination
 - This includes employment contracts, performance evaluations, and payroll records.
 - If an employee is injured or makes a claim against DBC, their records must be kept for 10 years after leaving DBC.
 - Hiring documents, including interview notes, should be kept a minimum of two years after hiring.
- **Board Meetings/ Board Committee Meetings/Annual Member Meeting Minutes:** Retain permanently.
- **Club Committee Meeting Minutes:** Retain for three years
- **Contracts and Legal Agreements:** 7 years after expiration or termination
- **Correspondence:** Retain important correspondence, such as awards, agreement terms, decision notifications, etc., permanently.
 - Routine correspondence can be deleted after 2 years.
- **Programmatic Records:** 7 years
 - This includes program reports and evaluations.

4. Storage and Security

- **Physical Records:** Physical records will be stored in a secure, climate-controlled environment to prevent damage from environmental factors. The Executive Director is responsible for the appropriate storage of DBC's operational documents, and the Board Chair is responsible for ensuring board documents are properly stored.
- **Digital Records:** Digital records will be stored on secure servers with regular backups. Access controls will be implemented to restrict unauthorized access.

5. Record Disposal

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- **Physical Records:** Physical records containing sensitive information will be shredded or disposed of using a reputable document destruction service.
- **Digital Records:** Digital records will be permanently deleted using secure deletion methods to prevent data recovery.

6. Compliance and Review

This policy will be regularly reviewed and updated to ensure compliance with changing legal requirements. Periodic audits may be conducted to verify adherence to the policy and train staff members regarding record retention and disposal procedures.

7. Responsibility

The Executive Director is responsible for overseeing the implementation of this policy and ensuring that all board and staff members are aware of and comply with the record retention procedures outlined herein. The Board Treasurer should be notified in writing of the destruction of financial documents. In the absence of an executive Director, the Board Chair is responsible for ensuring the policy is followed.

8. Policy Acknowledgment

All DBC employees, volunteers, and board members must acknowledge receipt and understanding of this policy. Failure to comply with this policy may result in disciplinary action.

Policy Acknowledgment Statement

I have received and read Dragon Boat Charleston's Record Retention Policy. I understand my responsibilities regarding the retention and disposal of records as outlined in this policy.

Employee/Volunteer/Board Member Name: _____

Signature: _____

Date: _____