

Policy No.	3-8	This policy applies to:	
Policy Name:	Document Retention	✓	Board of Directors
Revised Date:		✓	Exempt
		✓	Non-exempt

The organization will comply with the various document retention requirements, which generally are the result of federal guidelines related to income tax law or because of our receiving federal or state funds of certain programs. Although federal and state law allows that some documents are retained for only three (3) years, many documents must be retained for up to seven (7) years. Therefore, in order to lessen confusion, our policy is to retain financial and grant documents for seven (7) years from the end of the fiscal year to which the document relates.

Documents may be retained in either original form (paper), or may be stored electronically if such a storage system is available to our organization. An electronic storage system is one used to prepare, record, transfer, index, store, preserve, retrieve, and reproduce books and records by either electronically imaging hard copy documents to an electronic storage media or transferring computerized books and records to an electronic storage media that allows them to be viewed or reproduced without using the original program.

Case and Volunteer File Retention

CASA will save case and volunteer files in paper and/or electronic form for a minimum four (4) years. Destroyed documents will be shredded and disposed of by a document destruction company.