



Document Retention and Destruction Policy and Procedures Version 1.0 Approved 9 March 2010

Purpose

The purpose of this document retention policy is to establish policy and procedures for the Software Defined Radio Forum, Inc., in accordance with best practices and the requirements of applicable laws, for retaining paper and electronic documents necessary for reference and future use, and to destroy documents that are no longer required.

Responsibility

The Forum CEO or his designee shall be responsible for maintaining and administering this policy.

Policy Hierarchy

This policy takes precedence over all other policies except for the Forum's Articles of Incorporation and Bylaws. Other policies with document retention and destruction requirements should reference this policy where applicable.

Document Storage

Unless otherwise specified, print documents will be stored with the office manager and electronic documents will be stored on the Forum's portal system.

Document Retention Period

The attached "Document Retention Schedule" indicates the length of time that documents must be retained. Once documents have reached their designated time for destruction they should be removed from their storage area and destroyed. Regardless of the retention period specified in the Document Retention Schedule, upon receiving notice of a lawsuit or government investigation, all documents relating to such matters will be preserved and will not be altered or destroyed.

Email Correspondence

Email correspondence pertaining to official corporate business (governance, finance, audits) shall be conducted through an associated list server and archived on the portal for the period of time associated with that category of document. Correspondence by staff with legal counsel or other third parties on items related to corporate business shall include an associated list server as an addressee and shall be archived on the portal for the period of time associated with that category of document.

Document Destruction Methods

Printed documents: Printed documents will be destroyed by shredding; if a large amount of material is to be destroyed, a commercial service will be utilized.

Electronic Documents: Electronic documents will be deleted from permanent and temporary storage.

Penalties

Significant failure on the part of a Forum employee to comply with this policy, as determined by the CEO, will result in the following penalties:

- First offense: written warning;
- Second offense: suspension for a period to be determined by the CEO;
- Third offense: dismissal.

Training

All employees shall be advised of the Forum's policies and procedures for handling personal information, and shall be reminded of these requirements annually.

References

1. IRS Publication 4221, *Compliance Guide for 501(c)(3) Tax-Exempt Organizations*
2. *Compliance Guide for 501(c)(3) Tax-Exempt Organizations*, IRS Publication 4221,
3. *The Sarbanes-Oxley Act and Implications for Nonprofit Organizations*
http://www.boardsource.org/dl.asp?document_id=558
4. *Venable Model Nonprofit Governance Policies*, Venable LLC, Washington DC
5. *Records Retention Guide*, Massachusetts Society of Certified Public Accountants, Inc
6. *Email Retention Policies*, "Associations Now", August 2008

Document Retention Schedule

Type of document	Examples	Format (1)	Where Stored (2)	Length of Storage
Corporate And Legal Records	Incorporation documents, DBA certif, IRS and state, bylaws, filings/determination, charter, etc	H,S	L, P	Permanent
	Legal correspondence	H,S	O, P	Permanent
	Board of Directors	S	P	Permanent
	Minutes of directors meetings, annual meetings,	H, S	L, P	Permanent
Personnel Records	Personnel Applications, resumes, background checks, etc	H, S	O	1 year
	If hired, Personnel Applications, resumes, background checks, payroll records, evaluations, disciplinary files, etc	H, S	O	While active +7 years
	Benefits records	S	O	While active +7 years
	Employment contracts	H, S	O	Permanent
	Accident reports/claims	H, S	O, P	7 years
	Time cards	H	O	7 years
	Payroll records	H, S	O	7 years
Financial Records	Income tax returns, worksheets	H, S	P	Permanent
	Cash books	H, S	O, P	Permanent
	Chart of accounts	H, S	O, P	Permanent
	Invoices	H	O	7 years
	Duplicate deposit slips	H	O	2 years
	Leases, deeds	H, S	O, P	Permanent
	Audit reports	H, S	L, P	Permanent
	Invoices to members, from vendors	H, S	O	7 years
	Budget data	S	P	3 years
	Contracts and related correspondence	H, S	O, P	Permanent
	Cancelled checks	H	O	7 years
	Receipts/Expense Vouchers	H	O	7 years
	Cancelled checks related to tax payments	H	O	Permanent
	W-2 and 1099 forms	S	O	Permanent
Insurance Records	Property, Liability Policies	S	P	Permanent
	Claims/Settlement	H, S	O, P	Settlement + 3 years
General	Routine correspondence	S	O	2 years
	Member ballots	S	P	3 years
	Membership applications	S	P	Active +1 year
	Strategic plan, operations plan, etc	S	P	7 years
	Input Documents	S	P	5 years
	Approved Documents	S	P	Permanent
	Conference Proceedings	S	P	Permanent
	Workshop Proceedings	S	P	5 years

(1) H= print/hardcopy, S=electronic/softcopy

(2) P= Portal, L= Legal Counsel, O= Office Manager