**Document Retention Policy**

**Purpose and Scope:**

The Document Retention Policy of [Your Organization Name] outlines the guidelines for the systematic review, retention, and destruction of documents received or created by the organization in connection with its business transactions. The primary purpose of this policy is to ensure compliance with federal and state laws and regulations related to document retention and destruction, particularly in accordance with the Sarbanes-Oxley Act. The policy aims to prevent illegal alteration, cover-up, falsification, or destruction of documents that may obstruct official proceedings.

**Applicability:**

This policy covers all records and documents, including electronic documents, received, or created by [Your Organization Name] during its business activities.

**Categories of Documents and Retention Periods:**

[Your Organization Name]will maintain different categories of documents, each with its respective retention periods. Examples of document categories and their retention periods include but are not limited to:

1. Corporate records:

[Retention Period]

1. Accounting and tax records:

[Retention Period]

1. Bank records:

[Retention Period]

1. Payroll and employment tax records:

[Retention Period]

1. Employee records:

[Retention Period]

1. Donor records:

[Retention Period]

1. Legal and insurance records:

[Retention Period]

1. [Add other relevant categories]:

[Retention Period]

**Electronic Documents:**

Electronic documents will be treated with the same level of care as paper documents and maintained according to their specific retention periods.

**Compliance and Responsibility:**

All employees and stakeholders must comply with this policy and understand the retention periods for the documents they handle. The Chief Compliance Officer or the designated officer is responsible for overseeing and enforcing the policy.

**Record Destruction:**

Documents reaching the end of their retention periods will be promptly and securely destroyed through approved methods, with the destruction witnessed and documented by authorized personnel.

**Training and Communication:**

[Your Organization Name] will provide training and communication to employees and stakeholders to ensure awareness and understanding of this policy.

**Amendments:**

This policy may be amended to reflect changes in laws, regulations, or organizational requirements, and such amendments will be communicated to all relevant parties.

**Review:**

The policy will be periodically reviewed to ensure its continued relevance and effectiveness.

**Approval:**

[Authorized Person’s Name]

[Authorized Person’s Signature]

[Approval Date]