**Document Retention Policy**

**Purpose and Scope:**

The Document Retention Policy of [Your Organization Name] outlines the comprehensive 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 strict 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 and to establish a clear framework for efficient record management.

**Applicability:**

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

**Categories of Documents and Retention Periods:**

To facilitate effective document management, [Your Organization Name] will maintain various categories of documents, each assigned specific retention periods. Examples of document categories and their retention periods include, but are not limited to:

* Corporate records: [Retention Period]
* Accounting and tax records: [Retention Period]
* Bank records: [Retention Period]
* Payroll and employment tax records: [Retention Period]
* Employee records: [Retention Period]
* Donor records: [Retention Period]
* Legal and insurance records: [Retention Period]
* Project-related records: [Retention Period]
* Marketing and sales records: [Retention Period]
* Intellectual property records: [Retention Period]
* Environmental and safety records: [Retention Period]
* Research and development records: [Retention Period]
* [Add other relevant categories and their retention periods]

**Electronic Documents:**

Electronic documents will be treated with the same level of care as paper documents and maintained according to their specific retention periods. Adequate security measures will be implemented to safeguard electronic records from unauthorized access or manipulation.

**Compliance and Responsibility:**

All employees and stakeholders must comply with this policy and have a clear understanding of 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. A detailed record of document destruction will be maintained for auditing purposes.

**Training and Communication:**

[Your Organization Name] is committed to promoting a culture of compliance and effective document management. As such, regular training and communication sessions will be conducted to ensure all relevant parties are aware of and understand the provisions of this policy.

**Amendments:**

This policy may be amended as necessary to reflect changes in laws, regulations, or organizational requirements. All such amendments will be communicated to all relevant parties in a timely and transparent manner.

**Review:**

The policy will undergo periodic reviews to assess its continued relevance and effectiveness in achieving its objectives. Any necessary updates or improvements will be implemented following these reviews.

By adhering to this Document Retention Policy, [Your Organization Name] seeks to promote efficiency, maintain compliance with laws and regulations, prevent accidental destruction of records, and optimize storage space for improved operations.