



Bonita Bay Veterans Council  
1000 20th Street, Bonita, CA 92001

## **No One Left Behind**

# **Records Retention and Destruction Policy for Bonita Bay Veterans Council (BBVC)**

## **Purpose**

The purpose of this Records Retention and Destruction Plan is to ensure that BBVC complies with legal and regulatory requirements, maintains efficient management of records, and secures sensitive information. This plan outlines the retention periods for various types of records and the procedures for their destruction.

## **Scope**

This plan applies to all physical and electronic records created, received, or maintained by the charity, including but not limited to administrative, financial, legal, and operational documents.

## **Record Categories and Retention Periods**

### **Administrative Records**

- **Board Meeting Minutes:** Permanent
- **Annual Reports:** Permanent
- **Policies and Procedures:** Current version with historical versions retained for 7 years
- **General Correspondence:** 3 years

## **Financial Records**

- **Annual Financial Statements:** Permanent
- **Audit Reports:** Permanent
- **Bank Statements and Reconciliations:** 7 years
- **Expense Reports and Receipts:** 7 years
- **Grant Records:** 7 years after the end of the grant period
- **Tax Returns and Filings:** Permanent

## **Legal Records**

- **Contracts and Agreements:** 7 years after expiration
- **Litigation Documents:** Permanent
- **Insurance Policies:** Permanent
- **Intellectual Property Records:** Permanent

## **Donor and Fundraising Records**

- **Donor Records:** 7 years after the last donation
- **Fundraising Event Records:** 7 years
- **Gift Acknowledgment Letters:** 7 years

## **Human Resources Records**

- **Employee Files:** 7 years after termination
- **Timesheets and Payroll Records:** 7 years

## **Operational Records**

- **Meeting Agendas:** 3 years
- **Program and Project Files:** 3 years after completion

## **Destruction Procedures**

1. **Review and Approval:** Before any records are destroyed, they must be reviewed and approved by the Secretary to ensure compliance with the retention schedule.

## 2. Method of Destruction:

- **Paper Records:** Shredding or incineration to ensure complete destruction.
- **Electronic Records:** Use of data wiping software or physical destruction of storage media.

## 3. Documentation: Maintain a destruction log that includes the following information:

- Date of destruction
- Description of records destroyed
- Method of destruction
- Authorization for destruction

## 4. Confidentiality: Ensure that all records containing sensitive or personal information are destroyed in a manner that maintains confidentiality.

## Compliance and Review

- **Audit:** Regular audits will be conducted to ensure adherence to the retention and destruction schedule.
- **Review and Update:** This plan will be reviewed periodically and updated as necessary to reflect changes in legal requirements or organizational needs.

## Responsibility

The Secretary is responsible for the implementation and enforcement of this plan. Any questions or concerns regarding records retention and destruction should be directed to this individual.

By adhering to this plan, BBVC ensures responsible management of its records, compliance with legal obligations, and the protection of sensitive information.