

# OPPORTUNITY HOUSE RECORDS RETENTION POLICY

## I. OBJECTIVE

The objective of this Policy is to establish general standards and guidelines for the retention of records for Opportunity House. Opportunity House shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual, legal or regulatory requirements.

*Definition of Internal Records.* With respect to records for internal use; *i.e.*, documents not filed or to be filed with a government regulatory agency or not disclosed or to be disclosed to the general public, business records include, among other things, letters, e-mail messages, memoranda, reports, grant applications, data compilation, books of account and other financial records, payroll data, employee, client and donor files used by Opportunity House, the Executive Director, site coordinators and other staff, volunteers and the Board of Directors.

This Policy applies to all Opportunity House records and documents regardless of the medium in which they exist (*e.g.*, paper, electronic files (including e-mail), video, audiotape and voicemail records) and regardless of where the documents are stored, including network servers, desktop computers, laptop computers and handheld computers and other wireless devices with text messaging capabilities.

All Opportunity House records should, insofar as reasonably possible, be accurate, complete, precise, relevant, timely, appropriate for retention, properly organized and easily understandable.

The Executive Director of Opportunity House (or his/her staff designee) shall be responsible for administering this policy. As part of this role, the Executive Director or designee, in consultation with legal counsel, as applicable, shall ensure that Opportunity House documents and records retained by site coordinators, employees, Board of Directors, volunteers or other agents are stored or destroyed in a manner consistent with this policy.

## II. RETENTION STANDARDS

1. All records shall be retained for the period required by applicable state and federal laws and regulations.
2. The calendar year shall be followed in calculating applicable retention periods.
3. All records not necessary for legal or business reasons and not required to be retained by law or regulation shall be destroyed in order to reduce the high cost of storing,

