



Document Retention and Destruction Policy

1. Purpose:

The Document Retention and Destruction Policy of the Sua Sponte Foundation (SSF) is designed to ensure that the organization maintains appropriate records for legal, operational, and historical purposes while also safeguarding sensitive information and complying with applicable laws and regulations.

2. Scope:

This policy applies to all documents and records, regardless of format, created or received by the SSF, including but not limited to paper documents, electronic files, emails, and other forms of communication.

3. Retention Period:

- a. The default retention period for most documents shall be seven (7) years from the date of creation or receipt, unless otherwise specified by law or regulation.
- b. Documents deemed "evergreen" by the Board of Directors, based on their ongoing relevance and importance to the mission and operations of the SSF, may be retained indefinitely.

4. Categories of Documents:

- a. **Financial Records:** Including but not limited to budgets, financial statements, tax returns, invoices and receipts.
- b. **Governance Documents:** Including but not limited to meeting minutes, resolutions, bylaws, policies, and board correspondence.
- c. **Program and Project Records:** Including but not limited to project plans, promotions, grant applications, program evaluations, and impact reports.
- d. **Legal and Compliance Documents:** Including but not limited to contracts, agreements, licenses, permits, insurance policies, and regulatory filings.

5. Destruction Process:

a. At the end of the retention period, documents scheduled for destruction shall be securely destroyed to prevent unauthorized access or disclosure.

b. Destruction methods may include shredding for paper documents and secure deletion for electronic files.

c. Destruction shall be carried out in accordance with applicable laws and regulations, including those pertaining to data privacy and confidentiality.

6. Evergreen Documents:

a. Documents deemed "evergreen" by the Board of Directors shall be identified and documented in a separate inventory maintained by the SSF.

b. Evergreen documents shall be periodically reviewed to ensure their continued relevance and accuracy.

7. Exceptions:

a. Certain documents may be subject to longer retention periods or specific disposal requirements under applicable laws or regulations.

b. In the event of litigation, audit, or other legal proceedings, document retention requirements may be suspended or modified as directed by legal counsel.

8. Compliance:

All SSF Board of Directors and Advisory Board Members, as well as SSF staff if deemed necessary to the organization in the future, are responsible for complying with this Document Retention and Destruction Policy.

9. Review and Revision:

This policy shall be reviewed periodically by the SSF Board of Directors and revised as necessary to ensure its effectiveness and compliance with applicable laws and regulations.