

INDIAN HILLS COMMUNITY COLLEGE FOUNDATION, INC.

Document Retention and Destruction Policy

This Document Retention and Destruction Policy of the Indian Hills Community College Foundation identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Indian Hills Community College Foundation's documents and records.

Rules. The Indian Hills Community College Foundation's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreement with them) are required to honor these rules.

- 1) Paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Indian Hills Community College Foundation or the Indian Hills Community College Business Office or their equivalents.
- 2) All other paper documents will be destroyed after three years.
- 3) All other electronic communications will be deleted from all individual computers, data bases, networks, and back-up storage after one year.
- 4) *No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.*

Terms for Retention. The following guidelines will be used to determine the documents to be retained and the length of time for retention.

- 1) Retain permanently:
 - Donor records* – Historical summaries of donor giving.
 - Financial records* – Audited financial statements and annual reports.
 - Governance records* – Articles of incorporation and amendments, bylaws, other organizational documents, governing board and board committee minutes and resolutions.
 - Legal files* – Legal documents related to any litigation.
 - Scholarship records* – Student award information.
 - Tax records* – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
- 2) Retain for three years:
 - Alumni records* – Enrollment forms and other submitted materials.
 - Board materials* – File copy of all other board and board committee materials.
 - Financial records* – Contracts, accounting statements, invoices, and other legal documentation kept for three years beyond the life of the agreement.
 - Fundraising records* – Documents related to special events and fundraising activities.
 - Scholarship records* – Student applications.
- 3) Retain for one year:
 - All other electronic records, documents and files – Correspondence files and publications.

Exception. Exception to these rules and terms for retention may be granted only by the Indian Hills Community College Foundation's Executive Director or President of the Board of Directors.