

Document Retention and Destruction Policy, AIDS Service Foundation of Greater Kansas City

Purpose

AIDS Service Foundation of Greater Kansas City (ASF) is committed to responsible document management to ensure compliance with legal, regulatory, and operational requirements. This Document Retention Policy establishes guidelines for retaining and securely disposing of records to protect confidentiality, maintain transparency, and fulfill our mission effectively.

Scope

This policy applies to all employees, board members, volunteers, contractors, and any individuals handling foundation records. It covers physical and electronic documents related to financial records, governance, donor information, grants, and legal matters.

Retention Guidelines

Documents will be retained for the minimum period required by law or operational necessity. Below is a general retention schedule:

Document Type	Retention Period
Governing Documents (Bylaws, Articles of Incorporation, IRS Determination Letter, Board Meeting Minutes)	Permanent
Tax & Financial Records (IRS Form 990, Audited Financial Statements, General Ledgers, Payroll Records)	7 years
Grant Records (Proposals, Reports, Funding Agreements, Correspondence)	7 years after completion
Contracts & Agreements (Vendor, Partner, Lease Agreements)	7 years after expiration
Donor Records (Gift Acknowledgments, Contribution Records)	At least 7 years, but can be permanent
Personnel Records (Employee Files, Timesheets, Benefits Documents)	7 years after separation
Legal & Compliance Documents (Litigation Records, Insurance Policies, Government Filings)	Permanent
Program Records (Research Data, Program Reports, Client Service Records)	7 years after program completion
Electronic Communications & Internal Memos	3 years
General Correspondence & Administrative Files	3 years
Marketing & Outreach Materials (Newsletters, Annual Reports, Public Statements)	3 years

Document Storage and Security

Documents should be stored in secure physical or electronic formats to protect confidentiality and prevent unauthorized access. Electronic records must be backed up regularly and stored in compliance with data security best practices.

Document Destruction Policy

Documents that have exceeded their retention period will be securely destroyed to protect sensitive information. Paper records should be shredded, and electronic records should be permanently deleted using secure disposal methods.

Litigation Hold: If a legal case, audit, or investigation is pending, all relevant documents must be retained until formally released by legal counsel.

Compliance and Oversight

The Board President (or designated officer) is responsible for enforcing this policy and ensuring compliance.

Board members and staff should review retention schedules annually to ensure proper document management.

Any questions regarding document retention or destruction should be directed to the Board President or the Secretary.

Adopted on: February 17, 2025

Reviewed by: Board of Directors, AIDS Service Foundation of Greater Kansas City