



Youth Peace Talks Initiative

DOCUMENT RETENTION AND DESTRUCTION POLICY

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Youth Peace Talks Initiative

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I. Introduction

This policy establishes the document retention and destruction procedures for Youth Peace Talks Initiative (YPTI). It is designed to ensure compliance with legal and regulatory record-keeping requirements, protect confidential information, and optimize the management of resources.

II. Purpose

The purpose of this policy is to outline the length of time documents should be retained, the responsible parties for managing them, and the proper procedures for the destruction of records.

III. Scope

This policy applies to all records produced by YPTI, including paper documents, electronic files, and other types of records.

IV. Document Retention Schedule

The following schedule outlines the minimum retention periods for different categories of documents:

- **Legal and Corporate Records (e.g., Articles of Incorporation, Bylaws, IRS status documentation, licenses, patents, trademarks):** Permanently.
- **Board and Committee Records (e.g., Board meeting minutes, reports):** Permanently.
- **Financial Records (e.g., Audits, financial statements, budgets, tax returns):** 7 years.
- **Employee Records (e.g., Payroll, personnel files, training records):** 7 years after termination.
- **Donor Records and Grant Documentation:** 7 years.
- **Program and Service Records:** 7 years.
- **Contracts and Agreements:** 7 years after expiration or termination.
- **Insurance Records:** Permanent for policies covering long-term risks; 7 years for others.
- **Correspondence and Internal Memoranda:** 3 years.

- **Electronic Documents and Email:** Retain according to the type of document.

V. Document Management and Storage

- Documents will be stored in a secure, accessible manner.
- Electronic records should be backed up regularly.

VI. Destruction of Documents

- Documents will be destroyed after they have been retained for the duration specified in the retention schedule.
- Confidential documents must be shredded or securely deleted.
- A log of destroyed documents should be maintained.

VII. Suspension of Destruction in Case of Legal Proceedings

- Destruction of documents will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent.
- Destruction will be resumed only upon conclusion of the investigation or litigation.

VIII. Policy Review and Updates

- This policy will be reviewed periodically and updated as necessary to ensure compliance with new or revised laws and best practices.

IX. Responsibility

- The Executive Director is responsible for overseeing the implementation of this policy.
- All staff members are required to adhere to this policy.