

PEOPLE'S PLACE

Records Retention Policy

Approved By: Board of Directors
Review/Revision Date: 10/01/2009

I. PURPOSE

The purpose of this policy is to establish guidelines for record retention within the agency.

II. POLICY STATEMENT

All agency records shall be maintained in an orderly fashion with appropriate periods of archiving and purging in accordance with contractual and regulatory requirements.

III. APPLICATION

This policy applies to all People's Place records.

IV. DEFINITIONS

None.

V. STANDARDS

- A. All personnel records will be retained for a period of 7 years or 1 year after litigation, whichever is longer.
- B. All official program records will be maintained based on contractual and/or regulatory guidelines or one year after litigation, whichever is longer. In the absence of contractual or regulatory guidelines a program may develop policies to establish records retention.
- C. All financial records will be retained based on the auditor's record retention schedule.
- D. All purged records must be destroyed beyond recognition.

VI. REFERENCES

None.

VII. EXHIBITS

Auditor's Record Retention Schedule