

**PEOPLE'S PLACE II, INC.**

Records Retention Policy

Approved By: Board of Directors  
Review/Revision Date: 07/01/2007

**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 official program and personnel records will be retained for a period of 7 years or 1 year after litigation, whichever is longer, unless dictated by contractual or regulatory guidelines.
- B. All financial records will be retained based on the auditor's record retention schedule.
- C. All purged records must be destroyed beyond recognition.

**VI. REFERENCES**

None.

**VII. EXHIBITS**

Auditor's Record Retention Schedule