

Document Retention and Destruction Policy

Purpose: To outline the policy and procedure for retention and destruction of Coalition documents.

Date Written: February 6, 2013

Date Implemented: February 6, 2013

Date Revised:

Revision Number:

Campus: Main and WRCC

Cooperating Positions: Managers and Staff

Attachments:

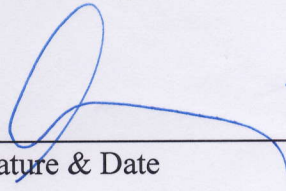
POLICY

It is the policy of Coalition for the Homeless to retain agency documents (e.g., administrative, program, accounting) for a period of seven years.

PROCEDURES

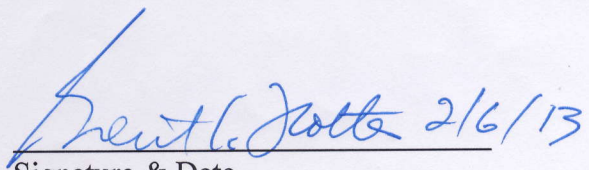
As needed, documents are boxed and labeled with a destruction date seven years out. Boxes are stored in a locked area. Documents will be destroyed by a company that certifies destruction of documents.

Allison Krall, Chief Operating Officer
Authored By (Print Name & Title)


Signature & Date

2/6/13

Brent A. Trotter, President/CEO
Approved By (Print Name & Title)


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