

Records Retention and Destruction Policy

It is Boys & Girls Clubs of Ada County's policy to maintain complete, accurate records, including paper, electronic, and video records. All personnel and membership records are the property of the Club. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth below. Documentation of insurance policies shall be permanently maintained (certificates of insurance stating carrier, policy numbers, policy period and financial limits).

Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed, except in such instances where retention through electronic means can provide benefit to the organization. All sensitive financial and HR documents shall be destroyed by shredding. No officer, director, employee, contractor or volunteer of the Club shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case. This policy covers all records and documents of the Boys & Girls Clubs of Ada County.

It is the policy of this organization:

1. To comply with applicable legal and regulatory duties to retain documents.
2. To possess all documents needed for our normal business purposes, including administration of ongoing business relationships.