



# Upper Providence Little League

## Document Retention and Destruction Policy

The document retention and destruction policy of the Upper Providence Little League identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors and Executive Board for maintaining and documenting the storage and destruction of the organization's documents and records.

1. Rules. The organization's staff, volunteers, members of the Board of Directors are required to honor these rules:
  - a. Paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the registrar, secretary or treasurer or their equivalents.
  - b. All other paper documents will be destroyed after three years.
  - c. All other electronic documents will be deleted from all individual computers, databases, networks, and backup storage after one year.
  - d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

### 2. Terms for Retention

#### Retain Permanently

- a. Governance records: Charter and amendments, by-laws, other organization documents, Executive Board minutes.
- b. Tax records: filed federal tax returns/reports and supporting records, tax-exemption determination letter and related correspondence, files related to tax audits.
- c. Financial records: audited financial statements.

#### Retain for Three Years

- a. Lease and insurance records
- b. Registration databases

#### Retain for One Year

- a. All other electronic records, documents, and files.

### 3. Exceptions

Exceptions to these rules and terms for retention may be granted only by the organization's President.