

Document Retention and Destruction Policy

Legacy Mission Village

Purpose

Legacy Mission Village maintains records to support our programs, meet legal and financial requirements, and operate responsibly. This policy provides guidance for how long records should be kept and how they should be securely destroyed when no longer needed.

The goal is to retain important information, protect confidential data, and avoid unnecessary storage of outdated records.

Scope

This policy applies to all employees, volunteers, and board members who create, receive, or maintain organizational records in paper or digital form.

Records may include documents stored in shared drives, computers, email, cloud storage systems, accounting software, or paper files.

Responsibility

The Executive Director, or designee, is responsible for oversight of this policy. Day-to-day financial recordkeeping is managed by the Finance Director.

All staff share responsibility for maintaining records appropriately and following these guidelines.

Storage of Records

Legacy Mission Village primarily maintains records through organization-managed Google Workspace accounts (email and Drive) and designated paper files.

Staff should ensure that important organizational records are stored in their work accounts or designated organizational files and are accessible to leadership when needed. Records should not be kept only on personal devices or in locations that others cannot access if a staff member is unavailable.

Paper records should be stored in designated, secure filing locations.

Retention Guidelines

Records should generally be retained according to the following timeframes:

Permanent

- Articles of incorporation and bylaws
- Board meeting minutes
- IRS determination letter and annual Form 990 filings
- Major contracts and legal agreements
- Audit reports and annual financial statements

7 years

- Financial records, including budgets, bank statements, invoices, receipts, payroll records, and accounting reports
- Grant agreements and related documentation
- Insurance records
- Employment records after separation

3–5 years

- Routine administrative records
- Internal reports and general correspondence
- Volunteer records

As long as active + 3–5 years

- Program and participant records containing personal or educational information

Records may be kept longer if required by law, grant requirements, or organizational need.

Confidential Information

Records containing personal, financial, or other sensitive information must be stored securely and accessed only by those with a legitimate need.

Sensitive paper files should be kept in locked or otherwise secure locations.

Destruction of Records

When records are no longer required, they should be securely destroyed:

- Paper records: shredded or securely disposed
- Digital files: permanently deleted from organizational accounts and storage
- Sensitive information: destroyed in a manner that protects confidentiality

Records should not be destroyed casually without considering retention requirements.

Litigation Hold

If Legacy Mission Village becomes aware of an audit, investigation, or legal action, destruction of relevant records must stop immediately. The Executive Director or Board may issue a temporary hold on deletion or destruction until the matter is resolved.

Questions

Questions about this policy or specific records should be directed to the Board Officers, and or the Executive Director.

Revised and Approved by the LMV Board on