



Love Does and Love Does Parade Document Retention and Destruction Policy

1. Purpose

The purpose of this policy is to establish guidelines for the retention and destruction of documents created and maintained by Love Does/Love Does Parade. Proper document management ensures compliance with legal requirements, supports operational efficiency, and protects sensitive information.

2. Scope

This policy applies to all records, regardless of format, including paper documents, electronic files, emails, and other digital records.

3. Responsibilities

The Board of Directors and management are responsible for ensuring compliance with this policy. Staff and volunteers must follow the guidelines for retaining and securely disposing of records.

4. Retention Guidelines

The organization will retain records for the time periods listed below, unless a longer period is required by law or specific circumstances:

- **Permanent Records**
 - Articles of Incorporation
 - Bylaws and amendments
 - Board meeting minutes
 - Tax exemption determination letters
- **7 Years**
 - Financial statements and general ledgers
 - IRS Form 990 and supporting documents
 - Audit reports
 - Payroll records
- **5 Years**
 - Contracts and agreements (after expiration)

- Grant records (after completion)
 - Insurance policies (after expiration)
- **3 Years**
 - Routine correspondence
 - Internal reports
- **1 Year**
 - Draft documents and non-essential emails

5. Secure Storage

All records should be stored securely to protect against loss, theft, or unauthorized access. Sensitive and confidential documents must be appropriately restricted.

6. Destruction of Records

Records that have reached the end of their retention period should be destroyed in a secure manner:

- Paper documents: shredded or otherwise rendered unreadable
- Electronic records: permanently deleted and, when appropriate, securely wiped

7. Suspension of Destruction (Litigation Hold)

If the organization becomes involved in litigation, audit, or investigation, all relevant document destruction must be suspended until the matter is resolved.

8. Compliance

Failure to comply with this policy may result in disciplinary action.

9. Policy Review

This policy will be reviewed periodically and updated as necessary by the Board of Directors.

Approved by the Board of Directors on April 1, 2026