


# Adopt Document Retention and Destruction policy

■ Area	Compliance
■ Description	Define retention periods for board minutes, finance, HR, and program records.
■ Due date	@September 20, 2025
■ External Link	<a href="https://www.notion.so/9491449c0211471b930b9393af752f7a">https://www.notion.so/9491449c0211471b930b9393af752f7a</a>
■ Owner	 Jonathan Mallinger
■ Priority	Medium
■ Status	Not started