



Document_Retention_Policy

 Policy Type	Compliance
 Status	Signed
 Approval Date	@July 27, 2025

Policy Overview

Purpose Statement

This document establishes official policy for Healing Roots Outreach Collective to ensure compliance, governance, and operational excellence.

HEALING ROOTS OUTREACH COLLECTIVE

Document Retention & Destruction Policy

 Adopted: July 27, 2025

 Board Members: Jonathan Mallinger (Chair), Lilly Fedas, Brianna Bear

PURPOSE








Key Information

The purpose of this Document Retention and Destruction Policy is to ensure that Healing Roots Outreach Collective (the "Organization") maintains appropriate records for the proper period of time and disposes of them in a manner that protects the confidentiality of the information they contain. This policy is designed to comply with applicable laws and regulations while promoting efficient record management.

SCOPE




Key Information




This policy applies to all records, documents, and information created, received, or maintained by the Organization, including but not limited to:

-  Paper documents
 -  Electronic files and emails
 -  Digital records and databases
 -  Audio and video recordings
 -  Photographs and images
 -  Social media content
 -  Website content
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LEGAL REQUIREMENTS

The Organization shall comply with all applicable federal, state, and local laws regarding document retention, including:

-  Internal Revenue Service (IRS) requirements for tax-exempt organizations
-  Washington State nonprofit corporation laws
-  Employment and labor laws

-  Data protection and privacy laws
-  Grant and contract requirements
-  Insurance and liability requirements

RETENTION SCHEDULE

1. CORPORATE RECORDS

Document Type	Retention Period	Disposition
Articles of Incorporation	Permanent	Archive
Bylaws and Amendments	Permanent	Archive
Board Resolutions	Permanent	Archive
Board Meeting Minutes	Permanent	Archive
Board Committee Minutes	7 years	Destroy
Corporate Policies	7 years after superseded	Destroy
Annual Reports	Permanent	Archive
Corporate Seals	Permanent	Archive

2. FINANCIAL RECORDS

Document Type	Retention Period	Disposition
General Ledger	7 years	Destroy
Bank Statements	7 years	Destroy
Check Registers	7 years	Destroy
Invoices and Receipts	7 years	Destroy
Payroll Records	7 years	Destroy
Tax Returns	Permanent	Archive
Audit Reports	Permanent	Archive
Financial Statements	Permanent	Archive
Grant Financial Reports	7 years	Destroy
Investment Records	7 years	Destroy

3. EMPLOYMENT RECORDS

Document Type	Retention Period	Disposition	
Employee Applications	3 years	Destroy	
Employee Personnel Files	7 years after termination	Destroy	
Payroll Records	7 years	Destroy	
Employment Contracts	7 years after termination	Destroy	
Performance Evaluations	7 years after termination	Destroy	
Disciplinary Records	7 years after termination	Destroy	
I-9 Forms	3 years after hire or 1 year after termination	Destroy	
W-4 Forms	7 years	Destroy	

4. VOLUNTEER RECORDS

Document Type	Retention Period	Disposition
Volunteer Applications	3 years	Destroy
Volunteer Agreements	7 years after termination	Destroy
Volunteer Training Records	7 years	Destroy
Volunteer Performance Records	7 years after termination	Destroy
Background Check Results	7 years	Destroy

5. PROGRAM RECORDS

Document Type	Retention Period	Disposition
Program Plans and Proposals	7 years	Destroy
Program Evaluations	7 years	Destroy
Client Records	7 years after last contact	Destroy
Outreach Activity Logs	7 years	Destroy

Narcan Distribution Records	7 years	Destroy
Referral Records	7 years	Destroy
Training Materials	7 years	Destroy

6. GRANT RECORDS

Document Type	Retention Period	Disposition
Grant Applications	7 years	Destroy
Grant Agreements	7 years after completion	Destroy
Grant Financial Reports	7 years	Destroy
Grant Progress Reports	7 years	Destroy
Grant Evaluations	7 years	Destroy
Grant Correspondence	7 years	Destroy

7. LEGAL RECORDS

Document Type	Retention Period	Disposition
Contracts and Agreements	7 years after expiration	Destroy
Insurance Policies	7 years after expiration	Destroy
Legal Correspondence	7 years	Destroy
Litigation Records	7 years after resolution	Destroy
Intellectual Property Records	Permanent	Archive

8. COMMUNICATIONS RECORDS

Document Type	Retention Period	Disposition
Press Releases	7 years	Destroy
Marketing Materials	3 years	Destroy
Social Media Content	3 years	Destroy
Website Content	3 years	Destroy
Email Communications	3 years	Destroy



9. TECHNOLOGY RECORDS


Document Type	Retention Period	Disposition
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System Backups	3 years	Destroy
Software Licenses	7 years after expiration	Destroy
IT Service Records	3 years	Destroy
Security Logs	3 years	Destroy

ELECTRONIC RECORDS





Email Retention

-  Business emails: 3 years
-  Personal emails: 1 year




 **Compliance Requirement**
 - Emails related to legal matters: 7 years

-  Emails containing financial information: 7 years

Electronic File Management

-  All electronic files shall be stored in organized folder structures
-  Regular backups shall be maintained
-  Access controls shall be implemented
-  Version control shall be maintained for important documents







Cloud Storage

-  Cloud-stored documents shall follow the same retention schedule
-  Access to cloud storage shall be limited to authorized personnel
-  Regular audits of cloud storage shall be conducted






CONFIDENTIALITY AND SECURITY

Confidential Information

The following types of information are considered confidential and shall be handled with appropriate security measures:





-  Personal information about clients, volunteers, and employees
-  Financial information
-  Strategic planning documents
-  Legal matters
-  Donor information
-  Grant applications and reports

Security Measures



-  Physical documents shall be stored in locked cabinets
-  Electronic documents shall be password-protected
-  Access shall be limited to authorized personnel
-  Regular security audits shall be conducted
-  Disposal shall be done securely (shredding for paper, secure deletion for electronic)

DISPOSAL PROCEDURES

▼ Paper Documents

-  Documents shall be shredded using a cross-cut shredder
-  Shredding shall be done by authorized personnel
-  Shredded materials shall be disposed of securely
-  A log of disposed documents shall be maintained

▼ Electronic Documents

-  Electronic files shall be permanently deleted
-  Backup copies shall also be deleted

- ☒ Cloud storage shall be cleared
- ☒ Email accounts shall be cleaned regularly

▼ Media Disposal

- ☒ CDs, DVDs, and other media shall be physically destroyed
 - ☒ Hard drives shall be wiped or destroyed
 - ☒ USB drives shall be wiped or destroyed
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LITIGATION HOLD

Definition

A litigation hold is a temporary suspension of the normal document retention and destruction policy when litigation is reasonably anticipated.

Implementation

When litigation is reasonably anticipated:

- ☒ All relevant documents shall be preserved
- ☒ Normal destruction procedures shall be suspended
- ☒ A written notice shall be issued to all personnel
- ☒ Regular reminders shall be sent until the hold is lifted





Scope

The litigation hold shall apply to:





- ☒ All documents related to the litigation
 - ☒ All communications related to the litigation
 - ☒ All electronic records related to the litigation
 - ☒ All backup systems and archives
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COMPLIANCE MONITORING

▼ Regular Reviews

-  This policy shall be reviewed annually
-  Retention schedules shall be updated as needed
-  Legal requirements shall be monitored
-  Best practices shall be incorporated






▼ Audits

-  Regular audits of document management shall be conducted
 -  Compliance with this policy shall be verified
 -  Issues shall be identified and addressed
 -  Training shall be provided as needed
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TRAINING AND AWARENESS

▼ Initial Training

All personnel shall receive training on this policy upon hire, including:



-  Overview of the policy
-  Retention schedules
-  Disposal procedures
-  Confidentiality requirements
-  Security measures


▼ Ongoing Training

-  Annual refresher training shall be provided
 -  Updates to the policy shall be communicated
 -  New personnel shall be trained
 -  Questions shall be addressed promptly
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RESPONSIBILITIES



▼ Board of Directors


-  Approve this policy
-  Review policy annually



 Compliance Requirement
- Ensure compliance with legal requirements

-  Provide oversight of implementation






▼ Executive Director/Chair

-  Implement this policy
-  Ensure personnel are trained

 Compliance Requirement
- Monitor compliance

-  Address violations
-  Maintain policy documentation

▼ All Personnel

-  Follow this policy
-  Maintain organized records
-  Dispose of documents appropriately
-  Report violations
-  Participate in training

VIOLATIONS

Reporting





Violations of this policy shall be reported to the Executive Director/Chair immediately.

Investigation

All reported violations shall be investigated promptly and thoroughly.

Consequences

Violations may result in:

-  Verbal or written warnings
-  Additional training
-  Disciplinary action
-  Termination of employment or volunteer status

AMENDMENTS

Key Information

This policy may be amended by the Board of Directors with written notice to all personnel.

SIGNATURES

APPROVED BY BOARD OF DIRECTORS:

Jonathan Mallinger, Chair & Secretary

Date: July 27, 2025

Jonathan Mallinger

Lilly Fedas, Board Member

Date: July 27, 2025

Lilly Fedas

Brianna Bear, Board Member


Date: July 27, 2025

Brianna Bear

Organization Information

Healing Roots Outreach Collective

- **UBI Number:** 605 944 010
- **Mission:** Peer-led, Indigenous-informed mobile harm reduction services
- **Document Version:** Adopted July 27, 2025

 This document has been formatted for professional presentation and organizational compliance.