

DOCUMENT RETENTION & DESTRUCTION POLICY

Community Foundation for Greater Rome

Purpose

To ensure proper maintenance, retention, and destruction of organizational records in accordance with legal and operational requirements.

General Principles

- Records will be retained for as long as necessary to meet legal, financial, and operational obligations.
- Records no longer required will be destroyed in a secure manner.

Key Retention Guidelines

Record Type	Retention Period
Articles of Incorporation / Bylaws	Permanent
Board Minutes	Permanent
Financial Statements / Audits	Permanent
IRS Form 990	Permanent
Grant Records	7 years
Contracts	7 years after expiration
Personnel Records	7 years after separation

Destruction

- Paper records will be shredded.
- Unnecessary electronic records will be permanently deleted.

Suspension of Destruction

If litigation or an investigation is anticipated or underway:

- All relevant document destruction must be suspended immediately.

Approved May 18, 2026