

Chatham Education Foundation
Record Retention, Communication and Destruction policy
Adopted by Board of Trustees September 27, 2016

This Record Retention, Communication and Destruction Policy of Chatham Education Foundation (“CEF”) sets forth the record retention and communication responsibilities of the staff, members of the Board of Directors, committee members, volunteers, and others.

1. Record Retention and Destruction. It is CEFs policy to maintain complete and accurate records. CEFs staff, members of the Board of Directors, committee members, volunteers, and others contracting with CEF shall transfer to CEF for maintenance all paper and electronic records of CEF. The records shall be maintained in accordance with the attached Records Retention Schedule. No staff member, member of the board of directors, committee member, volunteer or other party contracting with CEF shall knowingly destroy a record (regardless of form) with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to any such matter. Board members, volunteers, and other parties contracting with CEF should either turn over records they hold to CEF or destroy them; this includes emails stored on their computer, personal email server or by their internet service provider.

2. Conversion of Records to Electronic Form. Paper records may be converted to electronic form for ease of access and storage, subject to the same guidelines listed in the Records Retention Schedule.

3. Responsibility for Administration of Policy. All CEF officers, board members, committee members, contractors, and volunteers shall ensure that CEF records are stored and destroyed (on at least an annual basis) in a manner consistent with this Policy.

4. Distribution of Policy. A copy of this Policy will be distributed annually to all staff, members of the Board of Directors, committee members, volunteers, and others who handle CEF records.

5. Backup. CEF Officers shall insure that a secure onsite and offsite backup is maintained of all records stored on their personal computer. This includes financial records (Treasurer), meeting minutes, By-Laws and Policies (Secretary). The President shall securely maintain a copy of these backup records, updated at least once a year.

6. Security. CEF board members shall insure that records are securely stored, and that any sensitive electronic communication (e.g. copies of donor checks or credit card information) is communicated by a secure method, properly encrypted, and that any sensitive information stored on “cloud” storage (e.g. Dropbox) is encrypted. The board member responsible for the donor database (e.g. eTapestry) shall insure that only authorized users have access to the system.

Chatham Education Foundation Record Retention Schedule

Type of Record	Retention Period
Accounts receivable and payable ledgers and schedules	7 years
Audited financial statements	Permanent records
Articles of Incorporation, By-laws, Minutes, policies, and other governance records	Permanent records
Bank statements, invoices, deposit records, copies of checks issued by donors, Blackbaud statements of funds received electronically, electronic fund transfer documents, reconciliations	7 years
Contracts	10 years after termination
Tax returns	Permanent records
Litigation documents	10 years after termination
email address used in Constant Contact or other email system	Until “unsubscribed”
emails received at official CEF email addresses	3 years
Donor database (e.g. eTapestry) records	Permanent records
all other records	3 years