

Jamaica Outreach Program, Inc.

RECORD RETENTION AND DESTRUCTION POLICY

Jamaica Outreach Program, Inc. takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records Jamaica Outreach Program, Inc. may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Board.

From time to time, the Board may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Board.

File Category	Item	Retention Period
Corporate Records	<i>Bylaws and Articles of Incorporation</i>	Permanent
	<i>Corporate resolutions</i>	Permanent
	<i>Board and Committee meeting minutes</i>	Permanent
	<i>Conflict-of-interest disclosure forms</i>	4 years
Finance and Administration	<i>Financial statements (audited)</i>	7 years
	<i>Auditor management letters</i>	7 years
	<i>Check register and checks</i>	7 years
	<i>Bank deposits and statements</i>	7 years
	<i>Chart of accounts</i>	7 years
	<i>General ledgers and journals (includes bank reconciliations)</i>	7 years
	<i>Investment performance reports</i>	7 years
	<i>Equipment files and maintenance records</i>	7 years after disposition
	<i>Contracts and agreements</i>	7 years after all obligations end
<i>Correspondence — general</i>	3 years	
Real Estate	<i>Deeds</i>	Permanent
	<i>Leases (expired)</i>	7 years after all obligations end
	<i>Mortgages, security agreements</i>	7 years after all obligations end
Tax	<i>IRS exemption determination and related correspondence</i>	Permanent

	<i>IRS Form 990s</i>	7 years
	<i>Annual Report Statements (filed with state of FL)</i>	7 years
Human Resources	<i>Not Applicable , JOP has no employees</i>	
Technology	<i>Software licenses and support agreements</i>	7 years after all obligations end

1. Electronic Documents and Records.

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder.

2. Emergency Planning.

Jamaica Outreach Program, Inc.’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping Jamaica Outreach Program, Inc. operating in an emergency will be duplicated or backed up at least every 2 weeks.

3. Document Destruction.

The Board is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and donor-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

4. Compliance.

Failure to follow this policy can result in possible civil and criminal sanctions against Jamaica Outreach Program, Inc. and possible disciplinary action against responsible individuals. The Board and Board Chair will periodically review these procedures with legal counsel or Jamaica Outreach Program, Inc.’s certified public accountant to ensure that they are in compliance with new or revised regulations.