

Friends of the San Pedro River

Document Retention Policy

It is the policy of this organization:

- To comply with all other legal and regulatory duties to retain documents in accordance with good fiscal policy and tax regulations.
- To retain all documents relevant to a lawsuit or government investigation involving the organization as soon as we become aware of a reasonable probability of such lawsuit or investigation. A “reasonable probability of a lawsuit or investigation” does not mean that we believe that we violated any law, breached any contract, or injured any person. Rather, it is a point in time at which legal duties to retain documents may arise, and it is our policy to comply with such duties.
- To possess all documents needed for our normal business purposes, including administration of our ongoing relationship with our customers and partners.
- To insure that we may recover from a natural disaster, catastrophe, or emergency by restoring backup copies of the documents needed to conduct our business.
- Therefore, the organization directs and expects all Board members, employees, and volunteers assigned official duties to follow the rules and procedures set forth below. Please be aware that “documents” includes not only documents in paper form, but e-mail messages and all other forms of electronically stored information. Also be aware that the rules and procedures apply to all computers and other electronic devices provided to you by the organization for use in the business of the organization, regardless of whether those computers or devices are used on the organization’s premises or elsewhere.

Rules and Procedures

If you personally become aware of a reasonable probability that the organization will be involved in any matter in a lawsuit or a government investigation, or if and when you are informed of this by the President or Bureau Liaison/Assistance Representative, or a board member or officer designated by the President to have this responsibility, do not discard any documents relevant to the subject matter of the lawsuit or investigation. You will be informed of the specific types of documents that are relevant and must be retained for these purposes by

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the President. Until that point in time, do not discard any document that may be relevant without the written approval of the President. If in doubt, save the document.

In all other circumstances, you must retain the documents listed on IRS Schedule A for the periods of time set forth on that schedule. The schedule reflects our legal obligations and business reasons for document retention. If you are aware of any other reason why particular types of documents should be retained, please retain them, and inform the Document Retention Administrator about what you are retaining and why.

Administration

This policy will be provided to all new employees as part of the Organization's orientation and training. You should expect that from time to time, the organization will review your compliance with this policy. Violation of the policy may result in disciplinary action, up to and including termination.

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