

**(“The Organization”)
Document Retention and Destruction Policy**

DOCUMENT RETENTION AND DESTRUCTION POLICY

This Policy identifies the record retention responsibilities of staff for maintaining and documenting the storage and destruction of **Washington State Thespians’** (“the Organization”) documents and records.

1. Rules. The Organization’s staff are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be maintained by the Departments to which they apply; (b) all other paper documents will be reviewed for ongoing relevance after three years and destroyed when no longer of use or relevance for the operations of the organization; (c) all other electronic documents contained in all individual computers, databases, networks, and back-up storage will be reviewed for ongoing relevance after one year and destroyed when no longer of use or relevance for the operations of the organization; and (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
2. Terms for retention:
 - a. Retain permanently:
 - Governance records – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.
 - Financial records – Audited financial statements, attorney contingent liability letters.
 - b. Retain for a minimum of ten years:
 - Insurance policies – All insurance policies and documents related to any claims made against the Organization under such policies.
 - c. Retain for a minimum of three years:
 - Employee/employment records – employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).
 - Leases, contracts and license records – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, or non-renewal of each agreement).

- Internal financial statements.
- d. Retain for a minimum of one year:
- All other electronic records, documents and files
 - Significant correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.
3. Exceptions. Exceptions to these rules and terms for retention may be granted only by the Organization's Chapter Director or Board Chair.

This Documents Retention and Destruction Policy was adopted by the Board of Directors effective as of the ___ day of _____, _____.

Chapter Director: _____
(Print Name)

Chapter Director: _____
(Signature)