

Record Retention Policy

1. Purpose

The Boys & Girls Club of the Heartland recognizes the importance of maintaining accurate and secure records. This Record Retention Policy outlines guidelines for the retention and disposal of financial and student data in compliance with legal and regulatory requirements. The primary objective is to ensure the integrity, confidentiality, and accessibility of information while minimizing the risk of unauthorized access, data breaches, and unnecessary storage costs.

2. Scope

This policy applies to all financial and student records maintained by the Boys & Girls Club of the Heartland, including but not limited to:

- Financial records, including budgets, financial statements, invoices, receipts, and payroll records.
- Student records, including enrollment records, attendance records, academic transcripts, and disciplinary records.

3. Retention Period

All financial and student records shall be retained for a minimum of seven (7) years, beginning from the end of the fiscal or academic year to which they pertain, unless otherwise specified by applicable laws or regulations. The retention period is intended to cover any potential legal, audit, or compliance requirements.

4. Storage and Security

To ensure the security and confidentiality of the retained records, the Boys & Girls Club of the Heartland shall implement the following measures:

- 4.1. Records shall be stored in a secure, access-controlled environment.
- 4.2. Access to records shall be restricted to authorized personnel with a legitimate need to access such information.
- 4.3. Electronic records shall be stored on secure servers with appropriate access controls and encryption.
- 4.4. Physical records shall be stored in locked cabinets or secure storage rooms.
- 4.5. Records containing sensitive information, such as personally identifiable information (PII), shall be protected in accordance with applicable data protection and privacy laws.
- 4.6. Backup and disaster recovery procedures shall be in place to safeguard records from loss or damage.

5. Disposal of Records

Records that have met their retention period and are no longer required shall be disposed of in a secure and appropriate manner to protect sensitive information. The disposal process shall include:

- 5.1. Shredding of paper records.
- 5.2. Secure deletion of electronic records.
- 5.3. Ensuring that no copies or backups exist after disposal.

6. Legal and Regulatory Compliance

The Boys & Girls Club of the Heartland shall adhere to all relevant federal, state, and local laws and regulations governing the retention and disposal of financial and student records. In cases where specific legal requirements prescribe longer retention periods, those requirements shall be followed.

7. Record Retention Schedule

A record retention schedule, detailing the specific retention periods for various types of records, shall be maintained and periodically reviewed to ensure compliance with changing legal and regulatory requirements.

8. Monitoring and Enforcement

The responsibility for enforcing this policy lies with the Executive Director and designated personnel. Regular audits and assessments shall be conducted to verify compliance with this policy.

9. Training

All employees and volunteers with access to financial and student records shall receive training on this policy and related procedures to ensure awareness and compliance.

10. Review and Revision

This Record Retention Policy shall be reviewed annually and updated as necessary to reflect changes in laws, regulations, or the organization's operational needs.

By adhering to this Record Retention Policy, the Boys & Girls Club of the Heartland aims to maintain the integrity, security, and compliance of its financial and student records. Failure to comply with this policy may result in disciplinary actions, legal consequences, or reputational damage to the organization.