

The Health Foundation of Greater Cincinnati **Document Retention Policy**

Purpose

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the proper time and in the proper manner.

Applicability

This policy applies to all records already in existence as well as those generated in the course of the Foundation's operation, including both original documents and reproductions. It also applies to records stored on computer and other electronic media as well as standard paper records.

Storage

All files will be stored at the Foundation's offices or at designated offsite location.

Document Review and Disposal

A document retention schedule will be established in consultation with the Foundation's legal counsel and its auditors. Once the document retention schedule is in place, the Foundation will review files annually. The efforts will be organized by the head of each administrative division of the Foundation. The Operations Committee of the Board will review the retention schedule developed to ensure the proper disposal of records. The Committee will annually evaluate the operation of the retention/disposal procedures. The Vice President/CFO will be responsible for the implementation of the Policy.

Litigation and Investigations

If a lawsuit or a government investigation is filed or threatened against the Foundation, or becomes reasonably foreseeable, the regular documentation destruction procedures will be suspended until further notice. All documents related to the lawsuit or investigation will be preserved.

Training

All current staff members will be trained on which documents to retain and documents to dispose of in a confidential manner. Each new employee of the Foundation will be trained in document retention as part of the orientation process.