

7.11. DOCUMENT RETENTION – SHARED SERVICES

GENERAL:

Policy: Corporate records in a global sense contain all records that are produced by employees or Board members in the conduct of the ongoing business of the agency. Included within the scope of this definition are E-mails, memos, contracts, appointment books and virtually every other written or electronic record.

All Shared Services files should be retained and monitored for a pre-established time frame and when appropriate destroyed in a confidential manner.

GENERAL: THE CONFIDENTIALITY OF ALL FILES SHOULD BE MAINTAINED AND CONSIDERED WHEN DETERMINING HOW/WHEN/WHERE TO HOUSE SUCH FILES.

PROCEDURES:

7.11.1 File Retention – Time Frame

- Employment/Personnel records shall be maintained for six (6) years following the date of employment termination. These records should include performance reviews and any complaints brought against the Company or individual employees under applicable statutes.
- Legal files generally shall be maintained for a period of ten (10) years. Exceptions may be made after consultation with legal counsel.
- Final and executed copies of all contracts shall be maintained for four (4) years beyond the life of the agreement. Publicly filed contracts shall be maintained for longer after consultation with legal counsel.
- Electronic mail, the subject of which is covered by the items listed above, shall be printed in hard-copy and appropriately stored or kept electronically in a separate file or disk.
- Refer to Finance Chapter 8 Document Retention for full SOTX Document Retention policies and procedures.