
CIVICOS INSTITUTE

GOVERNANCE DOCUMENT

Document Retention & Records Policy

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Version: 1.0

Status: DRAFT — Pending Board Adoption

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Purpose

Defines retention, secure destruction, and legal hold controls.

Classification

Records are classified by legal and operational requirements.

Permanent Records

Record Type	Retention
Articles, bylaws, board minutes, tax status letters	Permanent

7-Year Records

Record Type	Retention
Financial records, grants, personnel files	7 years

3–7 Year Records

Record Type	Retention
Email, project files, routine correspondence	3 years

Electronic Records

Apply the same retention standards to digital records and backups.

Destruction Procedures

Secure destruction methods and logs are required.

Litigation Hold

All deletion pauses under active legal hold notice.

Records Custodian

Operations designates a records custodian with annual policy review duty.

Adoption and Signatures

Adopted by Board on: _____

Board Chair: _____

Date: _____

Executive Director: _____

Date: _____

Next review due: _____