

# Document Retention Policy

## 1. Introduction

- 1.1 Information is one of the Council's corporate assets; in the course of carrying out its' various functions, the Council accumulates information from both individuals and external organisations. The Council also generates a wide range of data, which is recorded in documents and records.
- 1.2 These documents and records are in several different formats, examples of which include, (but are not limited to) communications such as letters, emails and attendance notes; financial information including invoices, statements and reports; legal documents such as contracts and deeds; and information relating to various types of applications, including forms, plans, drawings, photographs and tape recordings.
- 1.3 For the purposes of this Policy, the terms 'document' and 'records' include information in both hard copy and electronic form.
- 1.4 In certain circumstances it will be necessary to retain specific documents in order to fulfil statutory or regulatory requirements and also to meet operational needs. Document retention may also be useful to evidence events or agreements in the case of disputes, and also to preserve information which has historic value.
- 1.5 Premature destruction of documents could result in inability to defend litigious claims, operational difficulties and failure to comply with the Freedom of Information Act 2000 and the Data Protection Act 1998
- 1.6 Equally, the retention of all documents and records is impractical and appropriate disposal is encouraged. Disposal will assist the Council to maintain sufficient electronic and office storage space and will de-clutter office accommodation, resulting in a more desirable working environment. Lengthy or indefinite retention of personal information could result in the Council breaching the Data Protection Act 1998.

# Sample Document Retention Policy

**Edward J. McMillan**



## **Sample Document Retention Policy:**

**Implementing Quality in Laboratory Policies and Processes** Donnell R. Christian Jr., Stephanie Drilling, 2009-11-24 In order to gain accreditation every laboratory must have a superior quality assurance program The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components Written by experts with global experience in setting up laboratories **Implementing Quality in Laboratory Policies and Procedures, 2020 Edition** Wallace, Webber, 2019-11-12 **IT Governance: Policies and Procedures, 2020 Edition** is the premier decision making reference to help you to devise an information systems policy and procedure program uniquely tailored to the needs of your organization Not only does it provide extensive sample policies but this valuable resource gives you the information you need to develop useful and effective policies for your unique environment IT Governance Policies Procedures provides fingertip access to the information you need on Policy and planning Documentation Systems analysis and design And more Previous Edition IT Governance Policies Procedures 2019 Edition ISBN 9781543802221 **Sarbanes-Oxley for Nonprofits** Peggy M. Jackson, Toni E. Fogarty, 2005-04-15 A complete guide to leveraging the power of Sarbanes Oxley specifically for nonprofits The first book to discuss the implications of Sarbanes Oxley legislation as it relates to nonprofit organizations Sarbanes Oxley for Nonprofits is an essential guide for all nonprofit executives and boards who want to know how the new legislation can enhance their organization s mission By establishing a platinum standard of operations and governance within nonprofit organizations executives and board members will be better equipped to attract high quality staff and board members as well as the attention of donors and other potential funding sources Sarbanes Oxley for Nonprofits presents the best practices that have emerged from the Public Company Accounting Reform and Investor Protection Act Sarbanes Oxley in a manner that explains their source and value to the nonprofit organization Written for both small and large nonprofits Sarbanes Oxley for Nonprofits includes Practices intended to establish a platinum standard of operations and governance within the nonprofit Coverage of audits financial statements board activities and decision making how to teach board members to read and interpret financial statements conflicts of interest whistle blower protection and how to leverage these standards to gain a competitive advantage Sarbanes Oxley best practices and the organizational culture Sample documents forms and checklists to introduce these best practices into any nonprofit organization And much more **The Litigator's Guide to Electronic Evidence and Technology** Sheldon E. Friedman, 2005 **The Architect's Handbook of Professional Practice** Joseph A. Demkin, American Institute of Architects, 2008-03-24 This updated resource covers all aspects of architectural practice featuring new material of sustainable design managing multiple offices lifelong learning mentoring and team building revised content on programming project management construction contract administration risk management and ethics and coverage of small firm considerations as well as emerging issues such as integrated practice and integrated project delivery Jacket *Destruction*

of Evidence Jamie S. Gorelick, Stephen Marzen, Lawrence Solum, 1995-12-31 A practice manual as well as an authoritative resource Destruction of Evidence analyzes issues from the standpoints of civil litigation criminal litigation and the laws of professional responsibility Destruction of Evidence also discusses in depth such areas as the spoliation inference the tort of spoliation discovery sanctions ethics and routine destruction Also included is an expanded discussion of discovery sanctions including procedural issues choice of law considerations the requirements for preserving sanctions issues for appellate review burdens of proof and appellate review The supplement keeps you up to date on the continuing development of the controversial torts of both first and third party spoliation of evidence Massachusetts has declined to recognize a cause of action in tort for intentional or negligent spoliation of evidence The Supreme Court of Mississippi did not recognize an independent cause of action for the intentional spoliation of evidence against first or third party spoliators Nevada declined to recognize an independent tort spoliation of evidence when weighed against the "potentially endless litigation over a speculative loss and by the cost to society of promoting onerous record and evidence retention policies" Constitutional implications in the realm of criminal law Many states within the last year have been addressing the potential for due process violations when evidence is destroyed and are continuing to adopt and expand the rules dictated by Brady Trombetta and Youngblood While each of these new jurisdictions refused to find due process violation this trend recognizes the increased potential for constitutional violations when evidence is destroyed Hawaii refused to find a constitutional violation where a police officer failed to save her completed police report citing Brady The Supreme Court of Mississippi ruled that a defendant was not denied due process by spoliation of crime scene evidence citing Trombetta Nevada using a bad faith standard ruled that an independent laboratory's failure to refrigerate a defendant's blood sample did not violate due process A New Jersey court did not find a due process violation where the police had lost a videotape of the administration of breath tests for a DUI charge Oklahoma ruled that a defendant's due process rights were not violated when the police destroyed latent crime scene fingerprints citing Youngblood Using an exculpatory evidence standard the Supreme Court of South Dakota ruled that the State's release of a rape victim's vehicle without notice to the defendant did not violate the defendant's due process rights

**Electronic Discovery: Law and Practice, 3rd Edition** Cohen, Lender, 2018-12-13 Information that is crucial to your case can be stored just about anywhere in Blackberries on home computers in cellphones in voicemail transcription programs on flash drives in native files in metadata Knowing what you're looking for is essential but understanding technology and data storage systems can literally make or break your discovery efforts and your case If you can't write targeted discovery requests you won't get all the information you need With Electronic Discovery Law and Practice Third Edition you'll have the first single source guide to the emerging law of electronic discovery and delivering reliable guidance on such topics as Duty to Preserve Electronic Evidence Spoliation Document Retention Policies and Electronic Information Cost Shifting in Electronic Discovery Evidentiary Issues Inadvertent Waiver Table of State eDiscovery

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experienced insurance billing specialists providing a snapshot of their career paths and offering advice to the new student

Scenario boxes help you apply concepts to real world situations Quick Review sections summarize chapter content and also include review questions Student Software Challenge on the Evolve website allows you to practice filling out interactive CMS 1500 forms

*Nonprofit Financial Management* Charles K. Coe, 2011-06-28 A timely practical and concise handbook of best practices for nonprofit financial management In 2010 an estimated 325 000 charities membership groups and trade associations with small nonprofits disproportionately represented stand to lose their tax exemptions for failure to comply with financial management requirements

*Nonprofit Financial Management A Practical Guide* is a timely functional and concise handbook of best practices for nonprofit organizations of every size Addresses federal reporting requirements and discusses methods to decrease expenses ensure accounting control increase revenues through professional cash management and understand budget statements Explains how to read financial statements and analyze a nonprofit's financial condition by using the most recent IRS 990 reporting form Covers the full range of financial management topics including accounting internal controls auditing evaluating financial condition budgeting cash management and banking purchasing and contracting borrowing and risk management Written in an easy to read style with more than 100 exhibits this book is essential for every nonprofit financial manager

**Model Policies and Procedures for Not-for-Profit Organizations** Edward J. McMillan, 2008-01-29 What every not for profit must know about accounting tax and reporting requirements In the challenging world of not for profit management executives are held responsible for virtually every aspect of their organization's activities such as legal issues marketing lobbying editorial membership operations budgeting and of course finance For one person to be an authority in every area however is virtually impossible Completely revised and expanded the Fourth Edition of this invaluable tool is useful as a guide to nonprofit accountants financial managers and executives new to the area of financial management Addressing the accounting internal control and office administration issues that confront executives in nonprofit organizations this book Helps professionals develop formal policies in accounting and finance Shows how to strengthen an organization's financial procedures while assuring board members that they are meeting fiduciary responsibilities Provides more than 200 sample policies and forms both in the book and on the accompanying Web site offering downloadable and customizable versions of those forms Covers major topics including accounting and financial policies office administration policies and internal control and risk reduction policies Contains dozens of new model accounting and financial policies and forms covering Sarbanes Oxley issues codes of ethics identity theft fraud binding arbitrations compensation committees new bank rules fiduciary obligations of board members and many more topics

*Model Policies and Procedures for Not for Profit Organizations Fourth Edition* offers provocative strategies for financial management and serves as a road map to sound fiscal and organizational structure for nonprofit organizations

**Nonprofit Strategic Planning** Peggy M. Jackson, 2007-07-30 Praise for Nonprofit Strategic Planning Leveraging Sarbanes Oxley Best

Practices A robust nonprofit sector is a vital part of a civil society Keeping the sector strong through effective strategic planning and implementation is a critical assignment As a thought leader in the nonprofit sector Dr Jackson s book on the relationship of Sarbanes Oxley best practices with strategic planning is an invaluable resource for nonprofit governing boards and employees Her step by step practical approach is easy to read and more important provides a specific road map to effective planning Larry Brewster Dean College of Professional Studies University of San Francisco Dr Jackson s practical and straightforward approach to creating a strategic plan is quite refreshing I believe that more and more nonprofits understand that they need to be run just as any business needs to be run with focus clarity and purpose The ideas and methodology stress the importance of sound risk management and the rewards of having such a plan in place I can assure you that the executive director of every nonprofit I represent will receive a copy of this book Joseph L DeLucchi Vice President CAL Insurance Associates Inc Get Nonprofit Strategic Planning Leveraging Sarbanes Oxley Best Practices and Examine if your nonprofit has the right people on board to achieve its strategic goals Establish important control mechanisms Learn how the legal and legislative environments have changed over the last five years Discover the direction in which your nonprofit needs to go and why Required reading for anyone leading a nonprofit organization Nonprofit Strategic Planning Leveraging Sarbanes Oxley Best Practices prepares your organization to engage in meaningful strategic planning and equips you with the practical tools to navigate it through today s competitive environment **New Solutions for House**

**Museums** Donna Ann Harris, 2020-11-17 This substantially enlarged and expanded second edition of New Solutions for House Museums Ensuring the Long Term Preservation of America s Historic Houses provides advice for historic site stewards that have concerns about the financial sustainability of their historic house museum and its relevance to its local audience Seven new case studies have been added for the second edition The new case studies reinforce the book s central argument that not every historic house museum whether founded 100 years ago or last month can be sustained long term Three of the new case studies are from diverse historic sites showcasing how African American women and other minority focused historic sites are pioneering new ways to commemorate their histories and interpret fascinating stories to visitors with the end goal of creating financially sustainable historic sites that are relevant to their audience New interviews have been conducted with the ten existing case studies from the first edition to bring them up to date The new edition adds two new reuse options to the eight introduced in the first edition This chapter describes how to identify and implement a reuse decision costs and advisors needed and tips on decision making There is a new chapter long interview with Tom Mayes Chief Legal Officer and General Counsel for the National Trust for Historic Preservation on recent legal and ethical issues facing historic sites Another new chapter provides advice on the essential role of the historic site s Board of Directors as the decision maker for any reuse exploration The second edition of New Solutions for House Museums contains a new introduction to the second edition an updated conclusion bibliography and index **Professional SharePoint 2007**

**Records Management Development** John Holliday, 2011-02-09 Unique guide to records management methodologies for Microsoft Office SharePoint Server 2007 There may be books available on how to develop solutions for Microsoft Office SharePoint Server 2007 but this is the first book to provide step by step guidance for designing and building records management solutions on the SharePoint platform You ll learn the five core services of any records management system confidentiality information integrity high availability adherence to policy and audit ability then explore the tools and techniques needed to implement them in SharePoint The book helps you understand official records in the context of day to day collaboration and regulatory compliance you ll also learn how to design extensible Windows Workflow Foundation WF components with records management as the central focus Reviews Office SharePoint Server and how it provides a solid foundation for managing official records using specially constructed web sites and custom components Discusses the File Plan which describes where each record is stored how long it is kept and the manner and conditions under which it is destroyed Shows you how to apply the powerful features of the SharePoint platform to convert collaborative documents into managed files in a record center site Addresses best practices for creating records repositories developing file plans to identify official records controlling the creation and distribution of records using custom content types and information policy components and more The companion Web site includes downloadable code modules you can use as a starting point for building real world records management solutions on the SharePoint platform If you re a programmer software architect business analyst or IT professional working in SharePoint you ll want this unique book on your shelf **Zondervan 2020**

**Church and Nonprofit Tax and Financial Guide** Dan Busby, Michael Martin, 2020-02-04 The Zondervan 2019 Church and Nonprofit Tax and Financial Guide annual reference guide continues to be one of the few resources offering tax and financial advice to churches and nonprofit organizations Issues of financial accountability receiving and maintaining tax exempt status accounting for charitable gifts and other crucial topics receive careful and full discussion The 2019 edition also contains a thorough description of tax laws affecting churches and other nonprofit organizations ensuring compliance with all regulations The book includes expert advice on handling charitable gifts sample policies and procedures easy techniques for simplifying financial policies and procedures insights on medical expense reimbursements key steps in sound compensation planning and examples of required IRS filings **Information Security for Lawyers and Law Firms** Sharon D.

Nelson, David K. Isom, John W. Simek, 2006 The book provides sound advice and offers valuable guidelines and assistance to bridge the worlds of law and technology on important information security issues that face the legal professional every day This essential guide discusses the ethical duties of lawyers relating to securing their electronic information If you are a small firm it will advise you on how you can have reliable security If you are a large firm it will help you to decide what information security duties can be delegated Other topics include worms Trojans spyware malware spiders key loggers and their implications and whether or not it is safe to use wireless technology for the delivery of legal services **Financial**



**Resource Development and Management** Cinnamon Catlin-Legutko, Stacy Klingler, 2013-04-16 A characteristic of all sustainable museums is long term financial stability In this book we explore how to transparently and accurately account for the financial resources you have and then provide a template for fundraising more dollars to sustain your small museum We address grant applications and legal issues as they pertain to financial management human resources and other topics in the Toolkit

**The Everything Nonprofit Toolkit** Jim Goettler, 2012-05-18 Expert advice for creating a successful nonprofit Do you dream of starting your very own organization that promotes a mission and provides assistance to a meaningful cause In this volatile and unpredictable economy you ll require more than a good idea and committed volunteers to find success The Everything Nonprofit Toolkit with CD is the ultimate guide you ll need to plan carefully set realistic goals and create sustainable financing for your nonprofit Featuring essential and up to the minute information on how to Develop a business plan that works Understand the federal and state laws for nonprofits Secure funding and investors Create a board of directors and a mission statement Publicize and advertise through social media Navigate tax laws personnel issues and daily operations Nonprofit advisor Jim Goettler guides you through the process from beginning to end even providing a new proven case study that s a living example of nonprofit success Complete with a CD chock full of every tax budget and incorporation document that a nonprofit needs plus the latest information on Form 990 reporting The Everything Nonprofit Toolkit with CD will take your dream of a nonprofit to reality PLEASE NOTE The ebook version of this title does NOT include a CD

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analysis and guidance on the legal aspects of electronic discovery never before collected in such a comprehensive guide You ll save time on research while benefiting from the knowledge and experience of the leading experts     *Sarbanes-Oxley for Small Businesses* Peggy M. Jackson,2006-11-28 PRAISE FOR Sarbanes Oxley for Small Businesses Leveraging Compliance for Maximum Advantage One of the major reasons small businesses fail is the lack of internal controls Sarbanes Oxley for Small Businesses is an easy to follow book that I would recommend to any small business owner serious about the success of their business Scott Hauge President Small Business California Five ways Sarbanes Oxley for Small Businesses will help your small business make the most from the SOX Act It will position your small business to increase sales It will help you reduce your overhead costs It will strengthen your small business s internal controls It will position your business to obtain insurance coverage at a more competitive premium Risk management expert Dr Peggy Jackson makes SOX compliance easy and understandable with a blueprint model and practical tools to help you leverage SOX compliance for your maximum advantage If you want to accomplish all of these goals Sarbanes Oxley for Small Businesses will show you how to apply the SOX Act s requirements and best practices to give your small business sustained growth and a competitive edge

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## **Table of Contents Sample Document Retention Policy**

1. Understanding the eBook Sample Document Retention Policy
  - The Rise of Digital Reading Sample Document Retention Policy
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Document Retention Policy
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Document Retention Policy
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Document Retention Policy
  - Personalized Recommendations
  - Sample Document Retention Policy User Reviews and Ratings
  - Sample Document Retention Policy and Bestseller Lists
5. Accessing Sample Document Retention Policy Free and Paid eBooks
  - Sample Document Retention Policy Public Domain eBooks
  - Sample Document Retention Policy eBook Subscription Services
  - Sample Document Retention Policy Budget-Friendly Options

6. Navigating Sample Document Retention Policy eBook Formats
  - ePub, PDF, MOBI, and More
  - Sample Document Retention Policy Compatibility with Devices
  - Sample Document Retention Policy Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Document Retention Policy
  - Highlighting and Note-Taking Sample Document Retention Policy
  - Interactive Elements Sample Document Retention Policy
8. Staying Engaged with Sample Document Retention Policy
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Document Retention Policy
9. Balancing eBooks and Physical Books Sample Document Retention Policy
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Document Retention Policy
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Sample Document Retention Policy
  - Setting Reading Goals Sample Document Retention Policy
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Document Retention Policy
  - Fact-Checking eBook Content of Sample Document Retention Policy
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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