



RECORD RETENTION POLICY

The purpose of this File Retention Policy is to ensure that financial, personnel, and client files are managed and retained in compliance with legal, regulatory, and business requirements. This policy outlines the retention periods for several types of records and provides guidelines for their proper disposal. This policy applies to all financial, personnel, and client files maintained by the company, regardless of format (physical or electronic).

Types of Records	Retention Period
FINANCIAL	
Account Records	7 years
Audited Financial Statements	Permanently
Tax Records	7 years after filing
Payroll Records	7 years
PERSONNEL	
Employee Personnel Files	7 years after separation
Benefits Records	7 years after the plan year
Training & Development Records	7 years
Termination Records	7 years after termination
CLIENTS	
Client Contracts and Agreements	7 years after contract expiration
Clients Correspondence and Communication	3 years
Project Documentation and Deliverables	7 years after project completion
Client Billing and Payment Records	7 years

Disposal of Records

Paper Records: Shred or incinerate confidential paper records to prevent unauthorized access.

Electronic Records: Permanently delete electronic records and ensure they cannot be recovered.

The Office of the Chief Executive Officer and Director of Operations will annually review this policy to ensure it remains up-to-date and compliant with relevant laws and regulations.

Any exceptions to this policy must be approved by the Office of the Chief Executive Officer and documented in writing.

This policy is effective as of 7/25/24.

Approval:

Robert P. Blount, III
President & CEO