

**POLICY: Document Retention**

**GENERAL POLICY STATEMENT**

The Board of Directors of the 2030 Districts Network adopts the following Policy in order to strengthen its existing policies and procedures, maintain and exemplify “best practices” and comply with applicable law and regulations.

- The 2030 Network Board, staff and other representatives must be aware that it is a crime to destroy, alter, cover up, or falsify any document including email, voicemail and other electronic messages or data (or persuade anyone else to do so) to prevent its use in an official proceeding (for example, litigation or administrative proceeding, governmental investigation, or bankruptcy proceeding).
- If an official investigation is underway or even suspected, management must stop any document purging in order to avoid criminal obstruction charges.
- Similarly, if litigation is reasonably anticipated, document purging must be stopped.
- The Network will adopt and maintain a written, mandatory document retention and periodic destruction policy (the “Document Retention Schedule”) to help limit accidental or innocent document destruction.
- The Network will monitor, justify, and carefully administer the document destruction process.
- The Network will maintain appropriate records about its operations, and will also regularly dispose of unnecessary and outdated documents in accordance with the Document Retention Schedule.
- The Network will manage, store, preserve and archive documents, including e-mail and other electronic messages or data, in accordance with the Document Retention Schedule.
- The Board Audit Committee has responsibility for oversight of compliance with this Policy.

**DOCUMENT REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Comments</b>
<b>1.0</b>	<b>5/1/19</b>	<b>Original Draft</b>
<b>1.0</b>	<b>12/17/20</b>	<b>Adopted by vote of Board</b>