

Document Retention and Destruction Policy

Purpose

This Policy ensures that Met By Love Ministries Inc. retains necessary records for operational, legal and compliance purposes while properly disposing of outdated or unnecessary documents.

Retention Schedule

Permanent Records (Indefinite)

- Articles of Incorporation & Amendments
- Bylaws & Amendments
- IRS Determination Letter (501©(3) status)
- Board meeting minutes
- Annual Financial Statements

7 Years

- Tax Returns & Supporting Documents
- Payroll Records
- Bank Statements & Reconciliations
- Grant Records & Reports

3-5 Years

- Contracts & Agreements after expiration
- Donor Records
- General Correspondence
- Employment Applications

1 Year

- Routine Emails & Memos (Unless legally required)
- Drafts & Working Papers (not finalized)

Destruction Process

- Records should be destroyed securely via shredding (**physical**) or permanent deletion(**digital**) after the retention period.
- Legal counsel should approve destruction if litigation or investigations are pending

Compliance & Oversight

- The Board of Directors or a designated officer will oversee compliance with this policy.
- Employees must follow these guidelines and report any concerns about document handling.