

NordBridge America

Record Retention Policy

Protecting Our Records. Preserving Our Integrity.

Purpose

NordBridge America is committed to maintaining accurate, complete, and secure records that support our mission, ensure compliance with applicable laws and regulations, and demonstrate responsible stewardship.

Policy

Records shall be retained in accordance with federal and state laws, IRS requirements, grant agreements, and nonprofit best practices. Records are retained only as long as necessary before secure destruction.

Scope

Applies to board members, officers, employees, volunteers, contractors, consultants, and all paper and electronic records.

Core Principles

Accuracy • Confidentiality • Security • Compliance • Accountability

Retention Schedule

Permanent: Articles of Incorporation, IRS Determination Letter, Bylaws, Board Minutes, Form 990s, Annual Reports, Policies. 7 Years: General Ledger, Bank Statements, Payroll, Grant Files, Contracts, Donor Records, Membership Records, Volunteer Files, Employment Records, Inventory and Shipping Records. 10 Years: Incident Reports. 3 Years: Marketing Materials. Client records: 7 years after services conclude unless otherwise required.

Confidentiality

Confidential records may only be accessed by authorized personnel and must be securely stored.

Disposal

Expired records shall be cross-cut shredded or permanently deleted. No records may be destroyed during litigation, audits, investigations, or legal holds.

Responsibilities

Leadership ensures compliance. Staff and volunteers are responsible for creating accurate records and following retention procedures.

Annual Review

This policy shall be reviewed annually by executive leadership and the Board of Directors.

Employee/Volunteer Acknowledgement

I acknowledge that I have received, read, and understand the NordBridge America Record Retention Policy. I agree to comply with its requirements and understand that questions should be directed to my supervisor or executive leadership.

Printed Name: _____

Signature: _____

Position/Role: _____

Department: _____

Date: _____