



Document Retention & Record Keeping Policy

Loyal Guardians Service Dogs Training (LGSDT) is committed to maintaining accurate, organized, and secure records. This policy outlines the procedures for retaining, storing, and disposing of organizational documents in accordance with nonprofit best practices and applicable laws.

The purpose of this policy is to ensure transparency, accountability, and responsible management of organizational information.

1. Responsibility for Records

The Board of Directors and organizational leadership share responsibility for maintaining accurate and complete records of the organization's activities.

Specific roles include:

- Secretary: responsible for maintaining official board records and meeting minutes
- Treasurer: responsible for maintaining financial documentation
- President/Founder: responsible for maintaining program and operational records

All records should be stored in a secure and organized manner.

2. Record Storage

Records may be maintained in both physical and digital formats.

Digital records should be stored in a secure system such as the LGSDT organizational Google Drive.

Important records should be organized within designated folders to ensure accessibility and protection.

Confidential documents should only be accessible to authorized individuals.

3. Types of Records Maintained

Records maintained by the organization may include:

- bylaws and governance documents
- board meeting minutes
- financial records and tax filings
- grant applications and donor records
- service dog training documentation
- client program records
- volunteer and board documentation

Proper documentation helps ensure the organization operates responsibly and transparently.

4. Record Retention Schedule

The following guidelines outline recommended retention periods for organizational records.

Document Type	Retention Period
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Articles of Incorporation	Permanent
Bylaws	Permanent
Board Meeting Minutes	Permanent
Financial Statements	7 years
Tax Returns (Form 990)	Permanent
Grant Applications	7 years
Donation Records	7 years
Contracts and Agreements	7 years after expiration
Training and Program Records	7 years
Volunteer and Board Documents	7 years

These retention periods help ensure compliance with nonprofit recordkeeping standards.

5. Confidentiality and Security

Certain records may contain sensitive information, including personal information about program participants, donors, and volunteers.

Confidential records should be:

- securely stored
- accessed only by authorized individuals
- protected from unauthorized sharing

Maintaining confidentiality is essential for protecting individuals and the integrity of the organization.

6. Disposal of Records

When records reach the end of their retention period, they may be securely destroyed.

Appropriate disposal methods include:

- shredding physical documents
- permanently deleting digital records

Sensitive documents should never be discarded without proper destruction.

7. Suspension of Record Destruction

If the organization becomes aware of potential legal action, investigation, or audit, the destruction of relevant records must be suspended until the matter is resolved.

8. Policy Review

This policy should be reviewed periodically by the Board of Directors to ensure compliance with nonprofit best practices and evolving organizational needs.

Policy Acknowledgment

I acknowledge that I have reviewed the Loyal Guardians Service Dogs Training Document Retention & Record Keeping Policy and understand the importance of maintaining accurate and secure organizational records.

Name: _____

Position: _____

Signature: _____

Date: _____