



**Fresh Youth Initiatives, Inc.**  
**Document Destruction and Retention Policy**  
**copied from the FYI Fiscal Manual**

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Policies and Controls

- 5.3.1 Records will be maintained for the periods sufficient to satisfy IRS regulations, federal grant requirements, if applicable, and other legal needs as may be determined.
- 5.3.2 Record retention requirements are reviewed annually with the Board and independent auditors to determine any necessary changes.

Agency Procedures to Implement These Policies

- 5.3.1 *Records will be maintained for the periods sufficient to satisfy IRS regulations, federal grant requirements, if applicable, and other legal needs as may be determined.*

**Record retention**

FYI's records are retained in compliance with government, legal, and funders' requirements. When there is a conflict between federal, state and local record retention requirements, the longer retention period prevails. Certain important records, as determined by the Board, will be retained permanently, even if their retention is not required by law.

**E-mail retention**

The retention requirement for e-mail messages is determined by its content. It is the user's responsibility to appropriately classify an e-mail message according to categories listed in the record retention schedules below and set up parameters for archiving their e-mail messages. Whether in electronic format or paper copy, e-mail correspondence is retained based on the record retention schedule.

**Record destruction**

Once the retention period has expired, FYI destroys the records in a manner that preserves the confidentiality of its contents. The Board of Directors approves all destruction of records prior to commencement. Record destruction is performed under the direction of the Executive Director and the Contracts & Compliance Director is responsible for maintaining the record disposal log, which lists all records that were destroyed.

Upon receipt of any legal notice, all record destruction will cease until the end of the investigation.

- 5.3.2 Record retention requirements are reviewed annually with the Board and independent auditors to determine any necessary changes.

**Review of policy**

Record retention requirements are reviewed annually with the Board and independent auditors to determine any necessary changes.