

Subject: Record Retention and Disposition Policy

Purpose: To: 1) provide for the systematic review, retention and destruction of records, regardless of physical form, received or created by the Golden Rain Foundation in connection with the transaction of business; 2) establish guidelines for how long records and documents should be kept and how records and documents should be destroyed; 3) ensure compliance with federal and state laws and regulations; 4) eliminate indiscriminate destruction or other disposition of documents and records and 5) facilitate the Golden Rain Foundation's operations by promoting efficiency and freeing up valuable storage space.

Policy: The Golden Rain Foundation shall provide for the secure retention of all records (in whatever form, including without limitation, paper documents, electronic files, voice and video recordings) received or created pertaining to its affairs and operation; for their accessibility and retention in compliance with applicable statutes and regulations and in conformance with generally accepted business practices; and, for their systematic destruction or other disposition.

Implementation:

The GRF's General Manager ensure that written procedures are developed for:

- (1) Identifying and categorizing the organization's records
- (2) Establishing required retention periods, that shall be no less than the periods required to meet applicable statutes and regulations and generally accepted business practices
- (3) Storing records safely, securely and accessibly
- (4) Destroying or disposing of records as may be called for

The General Manager and his/her designee (s) shall be responsible for

- (1) Storing the organization's records in a safe, secure and accessible manner.
- (2) Identifying which records have met the required retention period.
- (3) Destroying (by burning, pulverizing, shredding or erasing) confidential or sensitive records so that the information cannot be read or reconstructed.

- (4) Duplicating or backing up records that are essential to continuous operations in an emergency and maintaining them in a secure location. Testing backup and recovery methods on a regular basis.
- (5) Preserving records pertaining to the subject matter of litigation or an investigation conducted by any federal, state, or local regulatory authority or the GRF itself, in which the GRF is a party, in a manner to comply with any discovery or investigatory requirements, notwithstanding anything contained in this policy or related procedures. Reinstating destruction and disposition procedures upon conclusion of the litigation or investigation.

Oversight: The General Manager shall meet annually with the Audit committee to review the status of the records retention and disposition policy and its implementation.

Authority: Policy

1/31/13

1/4/23 Housekeeping