	Quality management Systems & Procedures Manual	<b>Document No:</b> SAJ/ QMSPM/10	Number of Pages 2
	<b>TITLE:</b> DOCUMENT RETENTION AND DESTRUCTION POLICY	<b>Revision No.:</b> 00	<b>Revision Date:</b> 1 <sup>st</sup> January, 2024
		<b>Process Owner: Executive Committee</b>	

This Document Retention and Destruction Policy of SAJ identifies the record retention responsibilities of members of the Scout Council and administrative and service providers for maintaining and documenting the storage and destruction of SAJ’s documents and records.

a. **Rules.**

SAJ’s Scout Council, and administrative and accounting service providers are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by SAJ’s administrative service provider or its equivalents; (b) all other paper documents may be destroyed after three years; (c) all other electronic documents may be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**


b. **Terms for retention.**

I. **To be retained permanently:**

- i. *Governance records* – Charter and amendments, By-laws, other organizational documents, governing board and board committee minutes.
- ii. *Tax records* – Filed tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
- iii. *Intellectual property records* – Copyright and trademark registrations and samples of protected works.
- iv. *Financial records* – Audited financial statements, attorney contingent liability letters.

II. **To be retained for three years:**

- i. *Lease, insurance, and contract/license records* – Software license agreements; vendor, hotel, and service agreements; independent contractor agreements; employment agreements; consultant agreements; and all other agreements (retain during the term of the agreement and for three years after the termination, expiration or non-renewal of each agreement).
- ii. *Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.*

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III. **To be retained for one year:**

i. *All other electronic records, documents and files.*

c. **Exceptions.** Exceptions to these rules and terms for retention may be granted only by SAJ's President/Chairman.