

PA Thespians

Document Retention and Destruction Policy

This Document Retention and Destruction Policy of PA Thespians identifies the record retention responsibilities for maintaining and documenting the storage and destruction of the Organization's documents and records.

1. **Rules.** PA Thespians will retain all documents in a digital version on the PA Thespian cloud-based storage service. Documents may be reviewed for ongoing relevance after three years and may be destroyed when no longer of use or relevant for the operations of the organization; (b) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**

2. **Terms for retention.**

a. Retain permanently:

Governance records – Charter and amendments, Bylaws, other organizational documents, Governing board and Conference committee meeting documents.

Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.

Intellectual property records – Copyright and trademark registrations and samples of protected works.

Financial records – Audited financial statements, attorney contingent liability letters.

Conference Emergency/Consent forms - forms that students submit covering photo releases.

b. Retain for a minimum of ten years:

Pension and benefit records -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.

Government relations records – State and federal lobbying and political contribution reports and supporting records.

Insurance policies – All insurance policies and documents related to any claims made against the Organization under such policies.

c. Retain for a minimum of three years:

Employee/employment records – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records,

leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).

Leases, contracts and 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).

d. Retain for a minimum of one year:

All other electronic records, documents and files – Significant correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

3. **Exceptions.** Exceptions to these rules and terms for retention may be granted only by the PA Governing Board.

This Document Retention and Destruction Policy was adopted by the PA Governing Board of Directors effective as of the 9th day of January , 2022.