



# Document Retention Policy

*Version 2.0*

*October 31, 2016*

## Background and Purpose

This Policy governs the Board of Directors, officers, employees, staff and other volunteers or constituencies of The CommonWell Health Alliance, Inc. ("CommonWell") regarding the retention and destruction of CommonWell's documents and other records, both in hard copy and electronic media. This policy is intended to address: (a) the retention and maintenance of documents necessary for the proper functioning of CommonWell as well as to comply with applicable legal requirements, and (b) the destruction of documents which no longer need to be retained by CommonWell.

## Administration

CommonWell's Executive Director is responsible for the administration of this Policy ("Administrator"). The Administrator's responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. In the absence of an Executive Director, the CommonWell's Corporate Secretary shall serve as the Administrator.

## General Retention Guidelines

Generally, records should not be kept if they are no longer needed for the operation of the business, or required by law. Unnecessary records should be eliminated from CommonWell's files. From time to time, CommonWell may update this Policy or may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. Documents not included in the identified categories shall be subject to the general guidelines for document retention, and shall be subject to the exception for litigation relevant documents.

Notwithstanding anything to the contrary contained in this Policy, if an individual believes, or CommonWell informs them, that CommonWell's records are relevant to litigation, or potential litigation, then such records must be preserved until it is determined that the records are no longer needed. **This exception supersedes other established destruction schedules for those records.**

Documents in electronic format are to be maintained in the same manner as hard copy or paper documents, in accordance with the Document Retention Schedule identified below. The Administrator may, as necessary from time to time, establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; such standards are to be reasonable considering the resources and other priorities of the organization.

## Document Retention Schedule

Subject to applicable exceptions elsewhere in this Policy, the following retention schedule shall apply to CommonWell documents. The following listing is a general schedule of documents; retention and destruction of specific documents not identified below should be reviewed with the Administrator.

The following are to be retained permanently:

*Governance Records* – Corporate Charter, Bylaws, amendments thereto, and other organizational documents, governing board and board committee minutes.

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

*Membership Agreements and Related Records.*

*Intellectual Property Agreements and Related Records* – IP Assignments, Copyright and trademark registrations and samples of protected works.

*Financial and Legal Records* – Audited financial statements, and attorney contingent liability letters.

The following are to be retained for 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.

*Bank statements* – Bank reconciliations, bank statement, deposit slips and checks.

The following are to be retained for 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, and documentation of basis for independent

contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).

*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, non-renewal of each agreement).

The following are to be retained for one year:

*All other electronic records, documents and files* – Correspondence files, e-Mails, past budgets, publications, expired employee manuals/policies and procedures, and survey information.