



The Able Trust

File Retention and Destruction Policy

Adopted by Board of Directors 9-25-2009

General Policy: The Able Trust retains records and files as required by law or prudent business practice, and destroys them when appropriate. It is against policy for any employee to knowingly alter, destroy, mutilate, conceal, cover up, falsify, or make false entries in any record or document with the intent to obstruct or influence the proper administration or investigation of any matter within the jurisdiction of any law enforcement agency of federal, state and local government.

The Able Trust is a non-profit organization partially supported by public dollars, thus any policy established to provide direction on the retention and destruction of corporate records must comply, at minimum, with any local, state and federal regulations and laws that are applicable to a 501(c)(3) organization. There are established state and federal requirements regarding the retention of records. The State of Florida Archives recommends the following guidelines.

- Grant files must be retained for five years.
- Selected Finance files must be retained for seven years, with a recommendation they be retained for ten years.
- High School/High Tech files must be retained five years after state audit or such other periods of time as shall be required by any contract with the State of Florida.

In addition, The Able Trust will retain files for the following categories of corporate materials.

- Personnel files shall be retained for five years.
- Contract files shall be retained for five years after the conclusion of the contract.
- Program files shall be retained for five years
- Endowment financial records shall be retained for seven years.
- Minutes of the meetings of The Board of Directors shall be retained until the organization shall be dissolved.

The Able Trust shall retain its records either on premises at The Able Trust offices in Tallahassee; within a secure, permanent and available offsite electronic setting that is technologically supported; in a lending institution safety deposit box; or with the State of Florida Archives. The location of The Able Trust as of January 1, 2009 is 3320 Thomasville Road, Tallahassee, Florida. The State Archives storage facility is located in Tallahassee, Florida. Senior Staff are responsible to preserve and protect all of the records and files of their designated divisions/departments as follows:

1. Determine the proper retention period for records according to applicable laws and regulatory agencies.

2. Ensure that current records are maintained in the central file room of The Able Trust to the greatest extent possible. Records maintained in other areas of the office or at the state archives must be done at the approval of the President/CEO, with the President/CEO having access to such records at all times. Staff is not permitted to maintain any records in other areas, or outside the office. Non-current records may be maintained at the State Archives, with records of such files so stored recorded in a designated file by staff, as records may be ~~are~~ moved to the Archives from time to time. The Archive file record shall be maintained in the office of the President/CEO or other location known and accessible to the President/CEO.
3. A form shall be created for the purpose of records storage and disposal, and shall be maintained in the designated file at The Able Trust office.

Procedure for potential litigation:

In the event any employee/consultant of The Able Trust receives notice regarding potential litigation, investigation or audit, this employee is obligated to immediately report the requested information to the President/CEO. Immediate action should be taken to notify all affected persons within the company not to dispose of any records until the President/CEO and if appropriate legal or professional counsel determines what records (including electronic records) are involved and the appropriate course of action.

Electronic records are maintained by The Able Trust's electronic services provider, and no employee shall authorize the disposal of any electronic records that are maintained by such provider.

Approved by the Board of Directors: September 25, 2009

Updated by the Board of Directors: June 15, 2012