

DOCUMENT RETENTION AND DESTRUCTION POLICY

This document retention and destruction policy identifies the record retention and destruction responsibilities of WildEarth Guardians' Board of Directors and Staff concerning documents created by or possessed by WildEarth Guardians.

I. Rules: WildEarth Guardians' Board of Directors and Staff are required to follow these rules: (A) paper or electronic documents indicated under the "terms of retention" below will be maintained by the Board or Staff as provided; (B) all other paper or electronic documents will be destroyed after six-months. No paper or electronic documents will be destroyed or deleted if they are pertinent to any ongoing or reasonably anticipated government investigation or private litigation.

II. Terms of Retention:

A. Retain Indefinitely –

Governance records (including Bylaws and Amendments and other similar organizational documents);

Tax records (including any tax related filings or required records);

Intellectual property records (including any copyright or trademark registrations and samples of created works)

Financial records (including financial statements, bank or investment account statements, and ownership records)

Historical records, reference materials, government documents (including books, maps, government reports, scientific articles, etc. relevant to ongoing Organizational efforts or work)

B. Retain Seven Years -

Employee/employment records (including any pension or benefit records, employee names, addresses, social security numbers, dates of birth, INS Form I-9, dates of hire and termination/separation, job descriptions, evaluations, compensation records, time/payroll records, discharge correspondence, and documentation of the basis for independent contractor status)

Government relations records (including any State or Federal lobbying records or political contribution reports)

Lease, insurance, and contract/license records (including software license agreements, vendor, hotel and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other contracts or agreements)

C. Retain One Year -

Work related electronic records or documents (including correspondence files, draft documents, draft budgets, and draft publications)

III. Exceptions:

Requests for exceptions to these rules and terms of retention may be granted by the Executive Director.