Founders Legacy Foundation (FLF)
Document Retention & Destruction Policy
Adopted: September 29, 2025

1. Purpose.
To ensure records are retained for required periods, protected from loss, and disposed of securely when no longer needed.

2. Scope.
Applies to all records (paper/electronic) created or received by FLF: governance, financial, donor, program, personnel, and digital assets.

3. Retention Schedule (minimums).
- Governance: Articles, bylaws, IRS exemption app/letter, policies, minutes, board consents — PERMANENT
- Finance: Ledgers, reconciliations, bank statements, deposit records, checks, invoices, grant files, year-end financials — 7 YEARS
- Tax: 990/990-N/990-EZ, state filings, payroll tax returns — 7 YEARS (returns & support)
- Donor/Development: Gift records, acknowledgments, restrictions, DAF/pledge agreements — 7 YEARS after last activity
- Grants Made (Scholarships): applications, reviews/scores, award letters, proof to school — 7 YEARS
- Contracts/Leases: 7 YEARS after end
- Insurance policies/claims: 7 YEARS after end/settlement
- Personnel/volunteers (if any): 7 YEARS after end
- Electronic backups/logs: per IT schedule, not shorter than above.

4. Storage & Access.
Official records live in FLF's Google Workspace Shared Drive. Access is role-based; sensitive folders (e.g., Disclosures) are restricted.

5. Holds.
If litigation/audit is reasonably anticipated, suspend destruction of potentially relevant records until released by the President/Secretary.

6. Destruction.
Shred paper; securely delete digital (trash + purge). Donor/PII must be destroyed in a manner that prevents reconstruction.

7. Enforcement.
Violations may result in corrective action.

Secretary attestation: Policy placed in minute book on September 29, 2025.
Secretary: Usman Tijani