



Soap Donation Center, Inc. Document Retention and Destruction Policy

Adopted by the Board of Directors on 7/13/2022

Overview

All Soap Donation Center documents shall be maintained, protected, and archived by the President and Secretary. Documents include articles of incorporation, bylaws, contracts, financial statements, forms, receipts, meeting agendas, meeting minutes, taxes, and others. Documents may be stored physically (i.e., paper hard copies) or digitally on our website or Google workspace. Whenever possible, the nonprofit's documents shall be posted on the website and be accessible by the public. No documents shall be erased or destroyed for 7 years from the date of the document.

Documents to Be Retained Indefinitely

This policy mandates the following types of documents be stored, protected, and maintained indefinitely.

- Articles of Incorporation
- Audit reports, from independent audits
- Corporate resolutions
- Checks
- Determination Letter from the IRS, and correspondence relating to it
- Financial statements (year-end)
- Insurance policies
- Minutes of board meetings and annual meetings of members
- Real estate deeds, mortgages, bills of sale
- Tax returns

Documents to Be Destroyed

If a document is not listed above (to be retained indefinitely) and is 7 years old, it may be destroyed. Donor credit card numbers and other payment information (except paper checks) are destroyed after payment is received and are never stored by Soap Donation Center. Documents to be destroyed containing sensitive information, such as donor, board member, or volunteer names, addresses, contact information, or account numbers must be shredded for protection against fraud or identity theft.

A handwritten signature in black ink that reads "Kerri Mixon".

Kerri Mixon
President, Soap Donation Center, Inc.
7301 Mount Vernon St Rm 2
Lemon Grove, CA 91945-3122
USA



This Document Retention and Destruction Policy was approved by the Board of Directors on 7/13/2022.