



RECORD RETENTION AND DESTRUCTION POLICY

1) Policy

This Policy represents Hopegivers International, Inc.'s policy regarding the retention and disposal of records and electronic documents.

2) Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention, and disposal schedule for physical records of Hopegivers International, Inc. and the retention and disposal of electronic documents. The Director of Operations (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed.

The Administrator is also authorized to

- make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state, and federal laws and includes the appropriate document and record categories for Hopegivers International, Inc.;
- monitor local, state, and federal laws affecting record retention;
- annually review the record retention and disposal program; and
- monitor compliance with this Policy.

3) Suspension of Record Disposal in Event of Litigation or Claims

In the event Hopegivers International, Inc. is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Hopegivers International, Inc. or may reasonably be aware of any anticipated litigation against or concerning Hopegivers International, Inc. such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

- **Applicability**

This Policy applies to all physical and electronic documents and records generated in the course of Hopegivers International, Inc.'s operation, including both original documents and reproductions.

This Policy was approved by the Board of Trustees of Hopegivers International, Inc. on 2014