



Canopy Records Retention Policy

This memo sets out the record retention policy of Canopy. It specifies the length of time records shall be kept.

Records must be kept if they are needed to:

- ☐ Provide Canopy with information and data needed for its operations.
- ☐ Comply with requests of internal or external auditors.
- ☐ Comply with federal, state, and local laws.
- ☐ Comply with tax or other regulations of administrative bodies.

Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. All concerned must recognize that the cost of maintaining records is an expense, which can grow unreasonably if good housekeeping is not performed.

GENERAL PROCEDURES

The Canopy Board shall appoint a Records Custodian and an Electronic Data Supervisor. Their responsibilities are described below:

Records Custodian: Canopy will designate a records custodian. This shall normally be the Executive Director.

The records custodian shall be accountable for storage and preservation of all records, whether written or electronic or in other forms.

The records custodian shall maintain an index generally showing what records presently exist, and which records have been destroyed in the past. This index does not need to duplicate the index of electronics records maintained by the electronic data supervisor.

The records custodian will set retention periods for records in the Records Retention & Archiving Section of the Executive Director's Manual.

Electronic Data Supervisor: Canopy will designate an "electronic data supervisor." This shall normally be the Executive Director or the Executive Director's appointee.

The electronic data supervisor will keep a catalog of all types of electronic data and where it exists.

The electronic data supervisor will be accountable to the records custodian for the storage, preservation, and destruction of electronic records.