

California Surf Museum

Document Retention and Destruction Policy

1. **Introduction:** The California Surf Museum (CSM) is committed to maintaining accurate, reliable, and secure records in accordance with legal and regulatory requirements. This Document Retention and Destruction Policy outlines guidelines and procedures for the retention, storage, and disposal of organizational documents and records.

2. **Purpose:** The purpose of this policy is to establish consistent practices for the management of documents and records throughout their lifecycle, from creation to destruction. By implementing clear retention and destruction procedures, the organization aims to ensure compliance with legal obligations, safeguard sensitive information, and optimize storage resources.

3. **Scope:** This policy applies to all employees, volunteers, contractors, board members, and stakeholders of the CSM who create, manage, or have access to organizational documents and records.

4. Document Retention Guidelines:

a. **Legal and Regulatory Compliance:** Documents and records must be retained in accordance with applicable laws, regulations, and industry standards.

b. **Retention Periods:** Retention periods for different types of documents will vary based on their content and legal requirements. The organization will maintain a record retention schedule specifying the retention periods for various categories of documents.

c. **Key Document Categories:** Examples of documents subject to retention may include financial records, tax documents, personnel files, contracts, governance documents, historical archives, and donor records.

d. **Storage and Accessibility:** Documents should be stored securely in designated locations with restricted access to authorized personnel. Electronic documents should be encrypted and password-protected to prevent unauthorized access.

5. Document Destruction Procedures:

a. **Authorized Destruction:** Documents may be destroyed only after they have exceeded their retention period or when they are no longer needed for organizational purposes.

b. **Method of Destruction:** Documents containing sensitive or confidential information must be destroyed using secure methods, such as shredding or electronic wiping, to prevent unauthorized disclosure.

c. **Documentation of Destruction:** The organization will maintain records documenting the destruction of documents, including the date of destruction, the method used, and the individual responsible for overseeing the process.

6. **Review and Revision:** This Document Retention and Destruction Policy shall be reviewed periodically and updated as necessary to ensure its effectiveness and compliance with legal and regulatory requirements.

7. **Acknowledgment:** All employees, volunteers, board members, and stakeholders are required to familiarize themselves with this Document Retention and Destruction Policy and acknowledge their understanding and commitment to comply with its provisions.

8. **Contact Information:** For inquiries or to seek clarification regarding this policy, please contact: Jim Kempton, Executive Director jimkempton1@gmail.com (949) 510-2861

9. **Document Retention and Destruction Committee:** In order to insure high level review a CSM Document Retention and Destruction committee shall be established to oversee the procedures.

Committee Members: Tom Gibbons, Jeff Duclos, Tara Torburn, Dan Quisenberry, Camille Cacas

Date of Adoption: February 27, 2024

Date of Last Revision: February 27, 2024