

RECORDS RETENTION AND DISPOSAL POLICY

I. Policy

South Central Child Development, Inc.'s (SCCD, Inc.) records will be safeguarded from theft and destruction for the period of their required retention and will be routinely destroyed upon the conclusion of that period.

This policy applies to all records maintained or created by SCCD, Inc. irrespective of the medium in which they exist (e.g., on paper, video or audio tape, microfilm or microfiche, or hard drive, disk, or other electronic storage device, including e-mail and voicemail).

II. Purpose

The purpose of this policy is to establish guidelines for SCCD, Inc. to manage, maintain, and dispose of records in an orderly, reasonable, and lawful manner; to ensure the availability of records for review when necessary; and to ensure the systematic elimination of unneeded records to reduce the high cost of storing, indexing, and handling the vast amount of documents that would otherwise accumulate.

III. Implementation

1. All records are retained for the period required by applicable state and federal laws and regulations.
2. Adequate records will be maintained to document SCCD, Inc.'s compliance with all relevant laws and regulations.
3. All records necessary for business purposes shall be retained for a period of time that will reasonably assure the availability of those records when needed.
4. Records vital to the ongoing operation of SCCD, Inc. shall be identified and appropriately safeguarded.
5. All records not necessary for legal or business reasons and not required to be retained by law or regulation shall be routinely destroyed in accordance with these guidelines.
6. Destruction of records shall only take place in accordance with these guidelines.
7. Documents that are not otherwise subject to retention for business reasons may need to be retained because of unusual circumstances, such as litigation or a government or internal investigation. The Executive Director should be notified immediately of any civil, criminal, or regulatory investigation, or pending investigation, or any other unusual circumstance that may require retention of records. When litigation or an investigation occurs, the Executive Director will notify appropriate employees and direct that the relevant categories of records (including e-mails and voicemail) be labeled for retention until further notice. It is a federal crime to alter, cover up, falsify, or destroy any document (or persuade someone else to do so) to prevent its use in an official proceeding (e.g., a federal investigation or bankruptcy proceeding).
8. The privacy and security of records shall be appropriately assured.

9. Records such as notes, memoranda, letters, reports, computer disks, tapes, etc. maintained in individual offices, at home, or any other offsite location are subject to this policy and shall be handled accordingly.

Each employee is responsible for adhering to these guidelines and monitoring its compliance with them on a regular basis. Individual supervisors are responsible for ensuring that records are correctly indexed and stored in a manner permitting easy access and retrieval, and shall be principally responsible for that department's compliance with these guidelines.

Annually, supervisors will review archived inactive records for their department to determine which documents are eligible for destruction. Documents are to be destroyed by shredding or incineration, in accordance with applicable environmental laws and regulations. Supervisors will also be responsible for disposition of electronic and paper records of employees in their respective departments who leave SCCD, Inc. Supervisors will maintain a log of all documents which have been routinely destroyed.

The Executive Director shall be responsible for auditing compliance with document retention standards and approving document destruction.

Individual supervisors and other employees should only be in possession of or have access to business records directly pertaining to their respective duties and functions.