

Document Retention

Currently, HSLC requires the permanent retention of all governing, legal, audit, and financial documents which may consist of paper and/or electronic copies.

Volunteers are responsible for submitting documents to the appropriate Board Member in a timely manner.

Board Members are responsible for ensuring all documents are recorded/stored in the Board approved medium (ie: QuickBooks, Huddle, Zoho, Adoption Files, etc...).

This policy includes, but is not limited to:

- Articles of Incorporation
- IRS Determination Letter
- Committee and Board Minutes
- Insurance Policies
- Adoption & Foster Agreements
- Animal medical and disposition records
- Annual Animal Report
- Financial records
- Tax Filings

Please note that a specific document retention and destruction schedule may be adopted at a future date.

Approved by HSLC Board of Directors

March 2014