

COMMUNITY ASSOCIATION FOR NASSAU BAY ENHANCEMENT, INC.

**Policy:** Document alteration, destruction and retention

**Department/Committee Affected:** All Committees, Executive Director; Treasurer

**Purpose:** To assure the integrity and availability of accurate records for criminal investigations and the on-going operation of the organization

**Policy:** CANBE encourages transparency in its operations. No one will knowingly alter, destroy, mutilate, conceal, cover up or falsify any record, document or tangible object with the intent to impede, obstruct or influence any legal investigation or the on-going operation of the organization. Any person who does so will face criminal investigation.

Financial records will be kept for 7 years unless there is any knowledge of a pending investigation. After 7 years, copies of audits and 990's will be kept permanently; other financial records will be destroyed.

Program records will be kept for 5 years unless there is any knowledge of a pending investigation for which those records would be relevant. At the discretion of the Committee Chair, program information beyond the 5 years may be retained.

Approved:

O.S.B. Mike Magnan, Secretary

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