

Phoenix Rod & Gun Club (PRGC)
Document Retention & Destruction Policy
Effective 6/15/2019

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

Document Destruction

The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules.

- a. Paper or electronic documents indicated under the record of retention in the following section will be transferred and maintained by an individual or individuals as specified by the board of directors.
- b. Division Director may retain, for as long as deemed necessary, any record(s) that he/she feels are pertinent to the operation of the Division.
- c. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation; and
- d. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act) the **Single Audit**, Subpart F of the OMB Uniform Guidance, is a rigorous, organization-wide **audit** or examination of an entity that expends \$750,000 or more of federal assistance (commonly known as federal funds, federal grants, or federal awards) received for its operations.

Record Retention

The following table indicates the minimum requirements and is provided as guidance.

