



Policy Name:	Document Retention and Destruction Policy
Responsible Governing Body:	Governance Committee
Committee Review Date:	1 July 2024
Latest Board Approval Date:	14 July 2024
Effective Date:	Immediately following Board approval
Review Frequency:	Annual

Document Destruction

Bridge to Türkiye Fund (BTF) Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, officers, and members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

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

1. Paper or electronic documents indicated under the terms for retention in the following section will be maintained and curated in Bridge to Türkiye's Databases by BTF's Staff with the Executive Committee's oversight;
2. All other paper documents may be destroyed after three years;
3. All other electronic documents may be deleted from all individual computers, databases, networks, and back-up storage after one year;
4. 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
5. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

Record Retention

The following table indicates the minimum requirements for BTF's document retention policy.

Type of Document	Minimum Requirement
Accounting details	3 years
Bank statements	3 years
Checks	3 Years
Invoices	3 years
Expense analysis	3 years
Investment records	3 years
Contracts and agreements	3 Years
Donor records	3 Years
Program and client records	3 Years
Cross-border grant making records	3 Years
Staffing records	3 years
Committee records	3 years
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Minute books, bylaws, charter	Permanently
Policies, resolutions, procedures, manuals	Permanently
Year-end financial statements	Permanently
Year-end reports	Permanently
Audit reports	Permanently
Tax returns and worksheets	Permanently