

## **Records Retention and Destruction Policy**

### **Purpose**

The purpose of the policy is to ensure that necessary records and documents are adequately protected and maintained; and to ensure that records that are no longer needed by the National Council of Juvenile and Family Court Judges and its related entities, which are designated as the National Council of Juvenile and Family Court Judges Fund, Inc. and the National Juvenile Court Foundation (NCJFCJ) or are of no value are discarded at the proper time. The NCJFCJ shall retain records to comply with Federal and state laws and regulations, contractual obligations, and as necessary for historical reference.

### **Policy**

This policy is in effect for all directors, officers, and employees of the NCJFCJ. Records and documents outlined in this Policy include paper and electronic files.

### **Administration**

Attached is the Records Retention Schedule that is approved by the NCJFCJ's Audit Committee with final approval by the Board of Directors. The Human Resources and Internal Operations (HRIO) Department is responsible for oversight of this Policy and implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The HRIO Director is responsible for: monitoring local, state and federal laws affecting record retention and recommending changes to the Policy for approval by the Board of Directors, as necessary; annual review the record retention and disposal program; and monitoring compliance with this Policy.

It is the expectation of this Policy that duplicate documents are not retained by the NCJFCJ given cost management objectives. As such, only original documents (whether in paper or in electronic form) are retained and destroyed in accordance with the Records Retention Schedule below. Duplicate documents are destroyed at the time the original document has been adequately secured in proper location for retention under the Record Retention Schedule.

While the Records Retention Schedule reflects the retention schedule for certain categories of records, retention of a document not specifically identified in the schedule, should be determined primarily by application of the general principles of this Policy and the specific requirements below related to litigation-relevant materials. Questions regarding the retention of a particular document should be directed to HRIO for guidance.

### **Suspension of Record Disposal in Event of Litigation of Claims**

In the event NCJFCJ is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning NCJFCJ or the commencement of any litigation against or concerning NCJFCJ, such employee shall inform the HRIO Director and any further disposal of documents shall be suspended until such time as HRIO, with the advice of counsel, determines otherwise. The HRIO Director shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

### **Amendment**

The Board of Directors may amend this Policy at any time.

***Adopted by the NCJFCJ Board of Directors, November 14, 2019, Pittsburgh, Pennsylvania.***