

**KONA COFFEE FARMERS ASSOCIATION  
RECORD RETENTION POLICY**

Kona Coffee Farmers Association (“Organization”)takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Organization may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Board Chair

From time to time, the Board Chair may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Board Chair.

<b>File Category</b>	<b>Item</b>	<b>Retention Period</b>
<b>Corporate Records</b>	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
<b>Finance and Administration</b>	Financial statements	7 years
	Auditor management letters	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Invoices, purchase orders, reimbursement records and vouchers.	7 Years
	Chart of accounts	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Investment performance reports	7 years
	Sales and fundraising records including fundraising auctions.	
	Equipment files and maintenance records	7 years after disposition
	Current Accounting Software back-up copy	Continuous,
	Contracts and agreements	7 years after all obligations end

	Semi-annual physical inventory	7 Years
	Correspondence — general	3 years
<b>Insurance Records</b>	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	7 years
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
<b>Tax Records</b>	IRS exemption determination and related correspondence	Permanent
	IRS 990Forms	7 years
	General Excise tax forms, other local or State tax forms	7 Years
Marketing, Public Relation Records	Contracts, agreements, press releases	7 Years
<b>Technology</b>	Software licenses and support agreements	7 years after all obligations end
<b>General Correspondence</b>	All official organization correspondence	7 Years
<b>Electronic records</b>	E-mails containing relevant organization matters	3 Years
<b>Volunteer Records</b>	Paid volunteer documents	7 Years

## **1. Electronic Documents and Records.**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

## **2. Emergency Planning.**

The Organization’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

## **3. Document Destruction.**

The Board Chair is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

## **4. Compliance.**

Failure on the part of Board Members to follow this policy can result in possible civil and criminal sanctions against the Organization and its Board Members and possible disciplinary action against responsible individuals. The Board Chair will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.