



San Antonio RoadRunners

PO Box 12474

San Antonio, TX 78212

SARR Policy 19-03

May 09, 2019

Document Retention and Destruction Policy

1. San Antonio RoadRunners (SARR) takes seriously its obligation to preserve information relating to litigation, audits and investigations. The Sarbanes-Oxley Act of 2002 makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of Officers, Directors, or volunteers to follow this policy can result in possible civil and criminal sanctions against SARR and its Officers and Directors and possible disciplinary action against responsible individual.
2. The Document Retention and Destruction Policy identifies the record retention responsibilities of the Officers, Directors, volunteers, committee members, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.
3. SARR's Board, Directors, volunteers, committee members, and outsiders (independent contractors via agreements with them) are required to honor the following rules:
 - a. Paper or electronic financial documents indicated under the terms of retention will be transferred and maintained by the Treasurer. All other documents, paper or electronic, will be maintained by the Secretary.
 - b. All other paper documents will be destroyed after three years.
 - c. All other electronic documents will be deleted from individual computers, databases, networks, backup storage after two years.
 - d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
 - e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.
4. SARR will retain documents in accordance with Generally Accepted Accounting Principles (GAAP) and applicable laws.

A handwritten signature in blue ink that reads "Scott Peacock". The signature is fluid and cursive, with a long horizontal stroke at the end.

SCOTT PEACOCK

President

San Antonio RoadRunners