Document Retention Policy

Bastion Community of Resilience is committed to maintaining accurate and complete records in accordance with federal and state laws, including those in Louisiana and Texas. This policy outlines how long we keep important documents and how we securely dispose of them once they are no longer needed.

We retain documents based on legal, operational, and historical value. Common retention periods include:

Document Type	Retention Period
Board meeting minutes, bylaws, tax exemption documents	Permanently
Tax returns, audits, Form 990	7 years
Payroll records, W-2s, 1099s	3–7 years
Hiring, promotion, termination documents	3 years after separation
Employee injury or medical leave (FMLA/ADA)	5 years
Contracts and leases	Life of contract + 5 years
Grant records (federal or state funded)	3 years after final report
Donor records and acknowledgments	3–7 years

Digital files are maintained under the same standards as paper files. We use secure systems and backups to ensure integrity and access. If a legal matter arises, we will pause any routine deletion of related records until the issue is resolved. When documents are no longer required, they are securely destroyed to protect privacy and confidentiality. Paper records are shredded, and digital records are permanently deleted.

Questions? Contact your supervisor, Human Resources or the Executive Director before discarding any records.