



Health Ministries Association Operations Manual - Policy and Procedure	Original Effective Date	7/23/2015
	Current Effective Date	
<i>Record Retention Policy</i>	Dates Reviewed	

INTRODUCTION

To facilitate the efficient and effective operation of our organization, Health Ministries Association (the "Corporation") is implementing this Record Retention Policy ("Policy"). Corporation records are all records created or received in the ordinary course of business, whether in hard or electronic copy. The law requires the Corporation to maintain certain types of records for a specific period of time. The Corporation's policy is to comply with all legal requirements regarding retention of records.

OBJECTIVE

Records should not be retained once they no longer are needed for the Corporation's operations or are no longer required to be kept under applicable law. Unnecessary records should be eliminated from the files. The cost of maintaining and/or storing records can reach unnecessarily high levels if prudent housekeeping is not performed. Moreover, an unmanageable mass of records also makes it more difficult to locate pertinent records. However, records that are necessary for the operation of the Corporation or are legally required to be kept should be safely kept and retained.

LITIGATION HOLD EXCEPTION

There is one very important exception to any disposal of records. If an individual believes, or if the Corporation informs him/her, that certain Corporation records are relevant to litigation, potential litigation (i.e., a dispute that is reasonably likely to result in litigation), or a government inquiry or investigation, then he/she immediately must preserve those records until the Corporation's legal counsel determines they are no longer needed. If an individual believes that certain records are relevant to litigation or a government inquiry/investigation, then he/she immediately shall notify the Corporation's legal counsel. This "Litigation Hold" exception supersedes any previously or subsequently established record retention/disposal schedule for those records.

Policy provided by: Frost Brown Todd LLC, 2/2015