

INTERNATIONAL GENEALOGICAL AND HISTORICAL COLLEGE



DOCUMENT RETENTION AND DESTRUCTION POLICY

Adopted: _____, 2026

ARTICLE I

PURPOSE

The International Genealogical and Historical College (the “College”) recognizes its responsibility to maintain complete, accurate, and accessible records in compliance with applicable federal and Texas law.

This policy establishes:

1. Guidelines for retention of organizational records.
 2. Standards for secure storage and protection of records.
 3. Procedures for lawful destruction of records; and
 4. Safeguards against improper destruction during investigations or litigation.
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ARTICLE II

POLICY STATEMENT

The College shall retain records necessary for:

- Legal compliance.
- Financial accountability.
- Protection of tax-exempt status.
- Preservation of institutional history; and
- Operational continuity.

Records shall be retained for the time periods specified in this policy and shall be destroyed in an appropriate and secure manner when no longer required.

ARTICLE III

SUSPENSION OF DESTRUCTION (LITIGATION HOLD)

If the College becomes aware of:

- A pending or threatened lawsuit,
- A governmental investigation,
- An IRS audit, or
- Any official inquiry,

All document destruction related to the subject matter shall immediately cease.

The Governor General or Chancellor General shall issue a written “Litigation Hold Notice” to all relevant persons.

No documents subject to the hold shall be altered, destroyed, deleted, or modified until the hold is formally lifted.

ARTICLE IV

RECORD RETENTION SCHEDULE

The following retention schedule applies to both paper and electronic records:

A. PERMANENT RECORDS

These records shall be retained permanently:

- **Articles of Incorporation, Partnership, or other form of organization.**
- Bylaws and Amendments

- **Texas Assumed Name Certificate**
 - IRS Determination Letter (501(c)(3))
 - Board and Executive Committee Minutes
 - Conflict of Interest Disclosure Statements
 - Whistleblower Reports and Investigations
 - Annual Financial Statements
 - Audit Reports
 - Hall of Fame Induction Records
 - Membership Rosters (historical versions)
 - Official publications and newsletters
 - Intellectual property registrations
 - Major contracts and agreements
 - **Officer's Errors and Omissions Liability Insurance Policy.**
 - Dissolution records (if applicable)
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B. SEVEN (7) YEARS

- IRS Forms 990 and supporting documentation
 - Financial records and ledgers
 - Bank **and Securities** statements and reconciliations
 - Expense reports
 - Grant documentation
 - Scholarship award documentation
 - Vendor contracts (after expiration)
 - Insurance policies (after expiration)
 - Membership applications and supporting documentation
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C. THREE (3) YEARS

- Routine correspondence
 - Committee reports (non-governing)
 - Event planning documents
 - Non-financial administrative records
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D. ONE (1) YEAR

- Routine electronic communications not affecting governance
 - Draft documents once final versions are approved
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ARTICLE V

ELECTRONIC RECORDS

Electronic records shall:

- Be backed up regularly.
- Be stored securely using password-protected systems.
- Be maintained in cloud-based or secure archival storage as determined by the Executive Committee.

Email accounts used for official business shall be considered College records.

Deletion of electronic records shall follow the same retention schedule as paper records.

ARTICLE VI

DESTRUCTION METHODS

Records shall be destroyed in a secure manner appropriate to the record type:

- Paper records: Shredded or securely incinerated.
- Electronic records: Permanently deleted or securely wiped.
- Digital storage devices: Properly erased or physically destroyed.

Destruction shall be conducted only after verification that no litigation hold applies.

ARTICLE VII

RESPONSIBILITY

The Secretary General shall oversee record management.

The Treasurer General shall oversee financial record retention.

The Chancellor General shall maintain all records of all pending litigation or threats thereof.

The Executive Committee shall review this policy periodically to ensure compliance with applicable law.

All officers and committee chairs are responsible for compliance within their functional areas.

ARTICLE VIII

FAILURE TO COMPLY

Failure to comply with this policy may result in disciplinary action, including removal from office or committee position.

Intentional destruction of records subject to investigation or audit may result in personal liability and referral to appropriate authorities.

ARTICLE IX

POLICY REVIEW

This policy shall be reviewed at least every three (3) years by the Bylaws and Policies Committee and presented to the Executive Committee for affirmation or revision.

ACKNOWLEDGEMENT

I acknowledge that I have received and read the Document Retention and Destruction Policy of the International Genealogical and Historical College and agree to comply with its provisions.

Name: _____

Position: _____

Signature: _____

Date: _____