



## Davis Legacy Soccer Club Document Retention Policy

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Records of Davis Legacy Soccer Club (DLSC) are important assets. They include essentially all records produced by directors and contracted employees, whether paper or electronic. A record may be a memorandum, an e-mail, a contract, or a case study, or a computerized desk calendar, an appointment book or an expense record.

The law requires DLSC to maintain certain types of records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject employees and DLSC to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place DLSC in contempt of court, or seriously disadvantage DLSC in litigation.

DLSC expects all directors, volunteers, contracted employees, and contracted coaches to fully comply with any published records retention or destruction policies and schedules, unless informed that particular records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), in which case those records must be preserved until the League President determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

From time to time DLSC establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other factors.

- A. **Tax Records**—Tax records include, but may not be limited to, documents concerning payroll, expenses, contract payments, proof of deductions, business costs, accounting procedures, and other documents concerning DLSC's revenues. Tax records should be retained for at least six years from the date of filing the applicable return.
- B. **Employment Records/Personnel Records**—State and federal statutes require DLSC to keep certain employee recruitment, employment and personnel information. DLSC should also keep personnel files that reflect performance reviews and any complaints brought against the DLSC or individual employees under applicable state and federal

statutes. DLSC should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employees personnel file. Employment and personnel records should be retained for six years.

- C. **Board and Board Committee Materials**—Meeting minutes should be retained in perpetuity in DLSC's minute book. A clean copy of all Board and Board Committee materials should be kept for no less than three years by DLSC.
- D. **Press Releases/Public Filings**—DLSC should retain permanent copies of all press releases and publicly filed documents under the theory that it should have its own copy to test the accuracy of any document a member of the public can theoretically produce.
- E. **Legal Files**—Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.
- F. **Contracts**—Final, executed copies of all contracts entered into by DLSC should be retained. DLSC should retain copies of the final contracts for at least three years beyond the life of the contract, and longer in the case of publicly filed contracts.
- G. **Electronic Mail**—E-mail that needs to be saved should be printed in hard copy and kept in the appropriate file. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this Policy.

Failure to comply with this Document Retention Policy may result in punitive action, including suspension or termination.

Questions about this Policy should be referred to the League Secretary, who is responsible for administering, enforcing and updating this Policy.