RECORDS MANAGEMENT AND RETENTION POLICY

OF THE

REDWOOD EMPIRE FOOD BANK

A California Nonprofit Public Benefit Corporation

ARTICLE I INTRODUCTION

Section 1. The Redwood Empire Food Bank ("REFB" or the "Corporation") requires its directors, officers, employees, volunteers, agents, and other personnel (all such persons are referred to in this Policy as "Corporation personnel") to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The purpose of this Records Management and Retention Policy ("Policy") is to ensure that all Records (as defined in Section 3 of this Article) necessary for business and compliance reasons will be retained for a period of time that will reasonably assure their availability when needed, but for no period of time longer than reasonably necessary for the purposes for which the data was collected. This Policy is intended to support Corporation's endeavors to comply with state and federal laws and regulations governing the destruction of documents and records applicable to nonprofit and charitable organizations.

Section 2. It is the policy of the REFB to retain and manage all Records in accordance with uniform guidelines, practices, and procedures. All REFB personnel shall manage, protect, and maintain all Records in accordance with the Records retention schedule ("Retention Schedule," attached as Schedule 1) and this Policy.

Section 3. "Records" means all documents, files, or records created, received, or maintained by any REFB personnel while acting within the course and scope of his or her duties pertaining to REFB business or operations, or copies of any of the foregoing, in any format or medium, including but not limited to: computer records, electronic mail ("e-mail"), voice mail messages, text messages, instant messages, handwritings, photographs, photocopies, or facsimiles, regardless of the manner in which the record has been stored, including whether the record has been retained off REFB property. Specific categories and types of Records are contained in the Retention Schedule.

Section 4. All Records required to be retained to document the REFB's legal compliance, or otherwise required by law, rule or regulation to be retained, shall be retained for the periods required by law as described in the Retention Schedule. All Records required to be retained due to pending or threatened litigation or investigation shall be retained for so long as the litigation or investigation is active, plus any additional tail period as may be provided for in this Policy and the Retention Schedule.

ARTICLE II SCOPE

Section 1. All Records are subject to the requirements of this Policy. Regardless of the format of the Records, they must be safeguarded and easily accessible.

Section 2. To the extent possible, the Record retention guidelines contained in this Policy should apply to all applicable Records created, maintained, stored, or otherwise in the possession of REFB's third-party vendors.

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ARTICLE III LEGAL HOLD

Section 1. Retention procedures will be suspended when a Record or group of Records are placed on legal hold ("Legal Hold"). A Legal Hold requires preservation of appropriate Records under special circumstances, such as litigation, government investigations, or consent decrees. In the event that REFB's Board of Directors or management learns of any claim that could reasonably give rise to litigation or government investigation, the REFB shall consult with legal counsel as to the need for a Legal Hold. In such case, the REFB, in consultation with legal counsel, will determine and identify what Records are required to be placed under a Legal Hold. The Legal Hold will be provided by legal counsel, or, in the alternative, shall be in a form substantially similar to Appendix B.

Section 2. Corporation will notify individual REFB personnel if a Legal Hold is placed on Records for which the individual is responsible. A Legal Hold remains effective until it is released in writing by the REFB after consultation with legal counsel. Following the final resolution of the relevant litigation, government investigation, or consent decree, REFB will consult with legal counsel as to the release of the Legal Hold. After the individual receives written notice from the REFB, the individual may return all Records relevant to the Legal Hold to his or her normal retention procedures.

ARTICLE IV ADMINISTRATION

Section 1. This Policy is to be administered by the Chief Financial Officer ("CFO"). Questions regarding this Policy should be directed to the CFO or, if not available, the CEO.

Section 2. Guidelines for retention of Records are provided for in the Retention Schedule. Any changes to the Retention Schedule must be approved by the department Chief and the CEO**.**

Section 3. All Records shall be created, maintained, and stored in a manner that complies with the REFB's Records storage, accessibility, and retrieval procedures as well as the REFB's privacy and data security policies and procedures.

Section 4. Records kept on-site should be destroyed in accordance with the Retention Schedule. Records that are sent off-site shall be labeled with a destruction date.

Each July, the CFO will review a list of all Records that have reached the destruction date, will confirm that the Records can be destroyed, and will decide whether any such Records are the subject of a Legal Hold to ensure Corporation's continued ability to produce Records for known investigations or litigation. The REFB shall maintain a schedule of Records that have been approved for destruction and the dates that any Records are destroyed.

If the REFB uses an outside vendor for storage and/or destruction of Records, after approval for destruction, the Records storage vendor shall shred or otherwise destroy the noted Records in the manner specified by the REFB and provide a certificate of destruction in accordance with this Policy. Confidential Records shall be destroyed only by secure means (see Appendix A and B).

Destruction of electronic Records shall utilize a method to ensure the electronic Records are completely and securely destroyed and not retrievable from any storage media.

Section 5. The Senior Leadership Team shall meet annually to review and, if necessary, update this Policy to comport with changed business practices and systems and new or amended laws or regulations. Any changes to this Policy must be approved in writing by the REFB's Board of Directors Changes will be distributed to relevant REFB personnel.

Section 6. Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment, volunteer, or board member status.

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ADOPTION

Board Approval & Effective Date

This policy was officially approved and adopted by a majority vote of the Board of Directors on _____ as recorded in the official meeting minutes. It takes effect immediately and applies to all organization personnel.

_____ _____

Signature of the Board Secretary Date

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Version Control

Date	Author	Version	Change Description
8/25/2026	Paula Handelman, CFO	1.0	Initial version

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RECORDS MANAGEMENT AND RETENTION POLICY

SCHEDULE 1: RETENTION SCHEDULE

In accordance with the REFB's Records Management and Retention Policy ("Policy"), this Schedule 1 ("Retention Schedule") sets forth retention periods applicable to Records held by the REFB, wherever stored. To the extent that a Record is included in more than one category, the longer retention period shall apply. Records which are (i) not identified in the Retention Schedule, (ii) no longer needed for the REFB business or operations and (iii) not subject to a Legal Hold, should be promptly destroyed.1

ARTICLE IV. RETENTION SCHEDULE[1]

FUNCTION	DESCRIPTION	RETENTION PERIOD	REFERENCE
ACCOUNTING AND FINANCE			
Bank Records	Records relating to REFB's ordinary banking activities (e.g., bank statements, bank reconciliations, bank deposits, cancelled checks, check listings / ledgers / registers, petty cash, wire transfers, electronic payment records)	7 years	26 CFR 301.6501(e)-1 (IRS) (6 years); Statute of Limitations
Financial Statements	Periodic Financial Statements (e.g., periodic audited and un-audited financial statements, including balance sheets, income statements and profit and loss statements, audit work papers)	Annual financial statements and audit reports– Permanent Others – 7 years	Business Reasons; Statute of Limitations
Financial Planning	Records relating to financial planning and budgeting (e.g., financial forecasts, pro forma financial statements, budgets, business plans)	3 years after active period	Business Reasons

[1] To the extent that contractual records retention requirements exceed the retention periods in this Retention Schedule or specify the retention of Records not listed in the Retention Schedule, the contractual requirements will control.

FUNCTION	DESCRIPTION	RETENTION PERIOD	REFERENCE
Accounting - General	Records relating to REFB's current accounting functions (e.g., accounts payable invoices; accounts payable and receivable ledgers; general ledgers; charge offs; uncollectible accounts; travel, entertainment and expense reports, chart of accounts, trial balance, cost accounting, journals)	7 years	26 CFR 301.6501 (IRS) (6 years)
Accounting – USDA Receipts	Records related receipts of USDA products will held in scanned form following the guidelines in the Finance Department Handbook.	7 years	
Accounting – Government Reimbursement Claims	Records related to the submission of expenses and activities for reimbursement under a government performance contract	7 years	
Accounting – Non-Governmental Restricted Revenue Documentation	Records related to activities releasing restriction from grants received from donors.	7 years	
Taxes	Records relating to income and other taxes paid by Corporation (e.g., work papers, returns, schedules, IRS forms, correspondence, IRS audit reports, internal audit work papers, depreciation schedules)	Permanent	26 CFR 301.6501 (IRS) (6 years); 18 Cal. Code Reg. § 4901(i) (4 years)
Taxes - Payroll	Records relating to payroll tax reports filed for State and Federal	7 years	IRS Publication 583
Loans / Financing	Records relating to Corporation loans (e.g., bank loan documents and records, bond documents)	7 years after obligations end	Business Reasons; Statute of Limitations

FUNCTION	DESCRIPTION	RETENTION PERIOD	REFERENCE
CORPORATE RECORDS / GENERAL OPERATIONS			
Organizational / Corporate Governance Documents	Records relating to the formation, organization, governance and tax-exempt status of Corporation (e.g., Articles of Incorporation, Bylaws, Minutes of Board meetings, Minutes and reports of Board Committee meetings, Minutes of Member meetings, Organizational charts of affiliates and management personnel, Annual Member Reports, Resolutions / Records of Action taken by Members without Meeting, IRS determination letter recognizing tax-exempt status, application for recognition of tax-exempt status)	Permanent	Business Reasons; Statute of Limitations; Cal. Corp. Code §§ 6320
General Corporate Operations	Records relating to general operations of Corporation. (e.g., Qualification to do business, Corporate spending and authority matrices and delegations of authority, Written communications from the Chairman, President, CEO or Corporation to all or a group of members (if any), Contact information for officers and directors, Bi-Annual Statement of Information to Secretary of State, Annual Registration Form RRF-1 filed with Attorney General, Disaster Recovery, Business Continuation and Emergency Plans, Licenses and Certificates – Federal, State, Local)	7 years after expiration	Business Reasons; Statute of Limitations
Contracts – General / Miscellaneous	All Agreements and Contracts not otherwise addressed in another category of this	7 years after obligations end	Business Reasons; Statute of Limitations

FUNCTION	DESCRIPTION	RETENTION PERIOD	REFERENCE
	Retention Schedule (including letters, emails, etc. that constitute all or part of an agreement or which are important clarifications of an agreement)		
Corporate Policies	Corporation's written policies (e.g., Records Management and Retention, Acceptable Use of Technology, Email Disaster Recovery / Business Continuation, Emergency, IT Security, and Risk Management Plans)	7 years after expiration	Business Reasons; Statute of Limitations
Agreements	Agreements and contracts relating to structure of Corporation (e.g., mergers and acquisitions, divestitures)	7 years after obligations end	Business Reasons; Statute of Limitations
Donor and Grant Records	Records relating to donations and grants (e.g., general donation records, grant proposals, grant agreements and modifications, grantee correspondence, grantee reports)	7 years after end of grant period	Business Reasons; Statute of Limitations
Insurance Policies	Insurance policies insuring Corporation / Employees (e.g., Commercial general liability, other liability, professional errors & omissions, property damage / hazard, workers compensation)	7 years after expiration (see note below schedule)	Business Reasons; Statute of Limitations
HUMAN RESOURCES / PERSONNEL			
Benefit Plans	Records evidencing or relating to employee benefits provided by Corporation (e.g., health insurance plans, disability plans, defined benefit / contribution plans, retirement plans, pension plans; records of committee or fiduciary meetings; benefit statements	7 years after expiration	29 U.S.C. §§ 1027, 1113, 1451 (ERISA) (6 years); 29 U.S.C. § 1059 (ERISA) (duration not specified); 26 U.S.C. § 6001 (duration not

FUNCTION	DESCRIPTION	RETENTION PERIOD	REFERENCE
	and information; funding reports; disbursements; investment performance and earning reports; reports filed with Federal and State Agencies)		specified); Statute of Limitations
Trust, Fiduciary, Provider and Third-Party Administration Agreements	Contracts or Agreement with third party administrators involved in servicing Employee Benefit Plans	7 years after expiration	Business Reasons; Statute of Limitations; 29 U.S.C. §§ 1027, 1113, 1451 (ERISA) (6 years); 29 U.S.C. § 1059 (ERISA) (duration not specified); 26 U.S.C. § 6001 (duration not specified)
Employment Applications / Pre-Employment	Records relating to employment applications and other pre- employment activities (e.g., general job applications, resumes, employment advertising and solicitations). See Employee Personnel Files below for employee-specific records.	3 years	29 CFR 1627.3 (ADEA) (3 years); 29 CFR 1602.14 (CRA) (3 years); Cal. Gov't. Code § 12946 (2 years)
Payroll Records	Records relating to payroll and compensation to employees (e.g., employee payroll and compensation records including records with employee name, social security number, hours worked, compensation rate, deductions, total pay for pay period)	4 years after employment ends	26 CFR 31.6001-1 (IRS) (4 years); 29 CFR 1627.3 (ADEA) (3 years); Cal. Lab. Code §§ 1174(d), 1197.5(d) (2 years)
Employment Actions Generally (Excluding Personnel File)	Records relating to actions taken by Corporation concerning employment actions generally (not including specific employee records maintained in the personnel	4 years after employment ends	29 CFR 1627.3 (ADEA) (3 years); 29 CFR 1602.14 (CRA) (1 year);

FUNCTION	DESCRIPTION	RETENTION PERIOD	REFERENCE
	file) (e.g., hiring, promotions, demotions, transfers, selection for training, disciplinary actions, layoffs, reductions in force, recalls, or other related employee actions). See Employee Personnel Files below for employee-specific records.		Cal. Labor Code § 1198.5 (3 years); Statute of Limitations
Employee Personnel Files EXCLUDING Medical Records	Records maintained in an employee's personnel file (e.g., records relating to hiring, employment and termination, such as resumes, applications and related materials, employment offers, employment contracts, promotion, demotion, change of status, transfer, salary, separation, employment eligibility, I-9 forms, letters of recognition and/or commendation, disciplinary records, excluding medical records)	7 years after employment ends	Business Reasons; Statute of Limitations; 29 CFR 1627.3 (ADEA) (3 years); Personnel Action Records – 1 year from when personnel action taken – 29 CFR 1627.3 (ADEA); 1 year from when personnel action taken or when record made, whichever is later 29 CFR 1602.14 (CRA)
Employee Health Condition and Medical Records	Records relating to employee's health condition and medical treatments (e.g., Workers' Compensation, Family and Medical Leave Act, the Americans with Disabilities Act, employment accommodations, leave of absence documents pertaining to an ADA accommodation, employment immunizations, drug screen information) Medical records to be stored separately in confidential and secure location	30 years after employment ends (Except if employment < 1 year – records can be provided to employee; also does not include health insurance claims records maintained separately and first aid records (i.e., one-time treatment and	29 CFR 1910.1020 (OSHA) (30 years); 29 CFR 825.500 (3 years); 29 CFR 1630.14(c)(1)

FUNCTION	DESCRIPTION	RETENTION PERIOD	REFERENCE
		observation of minor injuries) if maintained separately)	
Employee Exposure to Toxic or Hazardous Materials	Records describing exposure to toxic or hazardous materials, including the identity of the substance to which the employees were exposed plus information related to the methods used to determine the actual exposure; the identity of employees exposed; detailed environmental monitoring records and material safety sheets can be destroyed at an earlier period provided that adequate summary records are maintained. Medical records to be stored separately in confidential and secure location	30 years after employment ends (Except if employment < 1 year – records can be provided to employee; also, does not include health insurance claims records maintained separately and first aid records (i.e., one-time treatment and observation of minor injuries) if maintained separately)	29 CFR 1910.1020 (OSHA) (30 years); 29 CFR 825.500 (3 years); 29 CFR 1630.14(c)(1)
Employee Injury and Illness Logs	OSHA Logs of Work-Related Injuries and Illnesses and other logs, summaries and reports describing recordable cases of injury and illness, including the extent and severity of each case, and total injuries and illnesses. Medical records to be stored separately in confidential and secure location.	5 years following end of calendar year to which the records pertain	29 CFR 1904.33 (OSHA) (5 years); 29 CFR 825.500; 29 CFR 1630.14(c)(1)
Employment and Contractor Agreements	Agreements and contracts with employees, independent contractors, consultants, etc. (e.g., employment, change of control, non-compete, non-disclosure, temporary labor)	7 years after employment ends	Business Reasons; Statute of Limitations

FUNCTION	DESCRIPTION	RETENTION PERIOD	REFERENCE
HR-Related Agreements	Agreements and contracts with third parties providing human relations / employment-related products or services (e.g., recruiting / headhunter agreements, payroll companies, employee leasing)	7 years after employment ends	Business Reasons; Statute of Limitations
Employee Pension and Benefit Plans Excluding Agreements	Plans and records relating to employee pension, retirement and benefit plans (e.g., benefit, retirement, ERISA, and pension plans, and records relating to administration thereof)	Permanent	Statute of Limitations; 29 U.S.C. §§ 1027, 1113, 1451 (ERISA) (6 years); 29 U.S.C. § 1059 (ERISA) (duration not specified); 26 U.S.C. § 6001 (duration not specified)
Employee Pension and Benefit Plans Agreements	Agreements relating to employee pension, retirement and benefit plans (e.g., contracts and agreement with plan administrators, fiduciaries, investment advisors, service providers)	Permanent	Statute of Limitations; 29 U.S.C. §§ 1027, 1113, 1451 (ERISA) (6 years); 29 U.S.C. § 1059 (ERISA) (duration not specified); 26 U.S.C. § 6001 (duration not specified)
LEGAL			
Litigation Files	Files relating to litigation involving Corporation (e.g., investigations, pleadings, correspondence, research, invoices, settlement agreements)	7 years after final resolution	Business Reasons; Statute of Limitations
Claims (Litigation Not Filed)	Claims, threats, demand letters, etc. where litigation not filed	7 years after final resolution	Business Reasons; Statute of Limitations

FUNCTION	DESCRIPTION	RETENTION PERIOD	REFERENCE
Agreements	Contracts and agreements retained in the Legal Department	7 years after all obligations	Business Reasons; Statute of Limitations
Intellectual Property	Records relating to intellectual property of Corporation (e.g., copyright, trademark and patent applications and registrations, and related correspondence; license agreements)	Permanent	Business Reasons; Statute of Limitations
Government Filings subject to False Claims Act	Records relating to filings with US Government that could result in claims under the False Claims Act (e.g., requests for payment under government contracts or grants)	7 years after final resolution	31 U.S.C. 3731(b) (6 years); Statute of Limitations
FUNDRAISING MATERIALS / DEVELOPMENT DEPARTMENT RECORDS			
Advertising, Marketing and Public Relations Agreements	Contracts and agreements for advertising, marketing and public relations products and services (e.g., agreements with marketing and advertising firms, advertising contracts, directory advertising agreements, zip code coverage agreements)	7 years after obligations end	Business Reasons; Statute of Limitations
Advertising, Marketing and Public Relations Materials – Excluding Agreements	Materials (excluding contracts) relating to Corporation's advertising, marketing and public relations activities (e.g., advertisements, marketing collateral, catalogs, brochures, advertising copy, marketing programs, mailing lists, speeches and presentations, product literature)	7 years	Business Reasons; Statute of Limitations
FACILITIES MANAGEMENT			
Furniture, Fixtures and Equipment (Excluding Contracts)	Records relating to Corporation's furniture, fixtures and equipment (e.g., asset lists, inventory lists,	7 years	26 CFR 301.6501 (IRS) (6 years)

FUNCTION	DESCRIPTION	RETENTION PERIOD	REFERENCE
	replacement schedules, maintenance and repairs, IT infrastructure and architecture, telephone installation, fixed asset purchases)		
Furniture, Fixtures and Equipment – Contracts	Contracts and agreements relating to Corporation's furniture, fixtures and equipment (e.g., purchase, leasing and acquisition contracts; repair and maintenance contracts; warranty contracts; computer hardware and software licenses)	7 years	Business Reasons; Statute of Limitations
Information Technology	Records relating to Corporation's information technology systems (e.g., software licenses; equipment purchase agreements; support, maintenance and warranty agreements; software inventories and audits; equipment inventories; IT policies)	7 years	Business Reasons; Statute of Limitations
Property Tax Records	Records relating to real estate and personal property taxes paid by Corporation	Permanent	Business Reasons; Statute of Limitations
Property Acquisition / Ownership	Records relating to acquisition and ownership of property (e.g., deeds, leases, mortgages, construction)	Permanent	Business Reasons; Statute of Limitations
Agreements	Contracts and agreements relating to operation and management of facilities (e.g., property/facilities management agreements, repair/maintenance contracts, janitorial, landscaping)	7 years after obligations end	Business Reasons; Statute of Limitations
Hazardous/Environmental Contamination Removal	Records regarding remediation / removal of environmentally	30 years	29 CFR 1910.1020 (OSHA)

FUNCTION	DESCRIPTION	RETENTION PERIOD	REFERENCE
	contaminated or hazardous materials		
Hazardous / Environmental - Other	Logs and other records regarding general compliance with OSHA and other environmental laws	5 years	Statute of Limitations; 3 years under Emergency Planning & Community Right-to-Know Act, Toxic Substances Control Act, Resource Conservation & Recovery Act, but advisable to keep longer due to potential liability concerns; 29 CFR 1904.33 (OSHA)
Certificates of Occupancy/Building Permits	Certificates of Occupancy / Building Permits	Permanent	Business Reasons; Statute of Limitations
PROGRAM OPERATIONS			
Purchasing / Procurement Contracts	Contracts evidencing or relating to Corporation's purchasing of goods and services, and fulfillment of customer orders	7 years after obligations end	Business Reasons3; Statute of Limitations
Purchasing / Procurement Records Other than Contracts	Records other than contracts evidencing Corporation's purchasing of goods and services (e.g., vendor invoices, delivery receipts, receiving documents)	7 years	Business Reasons; Statute of Limitations
Inventory Management	Records relating to inventory (e.g., inventory counts, back orders, returns, pick investigation forms, freight outbound and inbound)	7 years	26 CFR 301.6501(e)-1 (IRS); 26 U.S.C. 6501(e) (6 years); Statute of Limitations

FUNCTION	DESCRIPTION	RETENTION PERIOD	REFERENCE
Volunteer Records	Records relating to volunteering, including hour logs and sign in forms	3 years	

Notes to Schedule:

Insurance Policies: In determining whether an insurance policy is “active” or “inactive,” it is important to look at the type of policy and when claims may be made under the policy. Some insurance policies are written on a “claims made” basis, meaning that the policy will cover only claims that are made to the insurance company during the year the policy is in force. Other policies are written on an “occurrence” basis, meaning that the policy covers claims made arising out of events or actions that occurred during the year the policy is in force. An “occurrence” basis policy therefore should be retained for as long as any claim could be made arising out of an event or action that occurred during the year covered by the policy. Care should be taken in determining the type of policy before determining whether a policy is inactive. A corporation’s insurance company may require records be retained for periods that differ from those set forth in the chart. Accordingly, a corporation should also consult its insurance broker or company to confirm whether they have any specific requirements.

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Appendix A

RECORDS DESTRUCTION LOG INSTRUCTIONS AND SAMPLE

Purpose and Scope

This appendix provides the mandatory template and instructions for documenting the authorized disposal of organization files. It serves as the official corporate record of compliance with the Records Retention Policy.

Instructions for Use

- **When to Use:** Complete this log whenever a batch of records reaches its final retention expiration and is authorized for permanent disposal.
- **What to Omit:** Do not log individual "Transitory Messages" (such as casual emails, calendar invites, or spam) that are automatically deleted after 90 days.
- **Approval Requirement:** No records may be destroyed until this log is filled out and signed by the Department Head.
- **Permanent Retention:** Once completed and signed, this log must be preserved permanently in the organization's administrative archive. Attach any external vendor certificates of destruction (e.g., from a mobile shredding service) directly to this form.

Template Sample

Record Series/Title	Description & Date Range	Confidential	Method of Destruction	Date of Destruction	Witness / Vendor Name	Approved By (Signature)
Accounts Payable	*Invoices & Receipts (2018–2019)*	*No*	*Onsite Shredding*	*Xx/xx/xxxx*	*Internal / Shredder*	*J. Smith*
Employment Applications	*Unhired Applicants (2022–2023)*	*Yes*	*Secure Shredding*	*Xx/xx/xxxx*	*Integrity Shred*	*A. Jones*

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Appendix B

RECORDS DESTRUCTION LOG

Records Destruction Authority and Compliance

The Records Destruction Log is the official legal document proving that the organization systematically disposes of records in accordance with approved corporate governance and regulatory requirements as described under the REFB Record Retention Policy.

Instructions for Use

- **When to Use:** Complete this log whenever a batch of records reaches its final retention expiration and is authorized for permanent disposal.
- **What to Omit:** Do not log individual "Transitory Messages" (such as casual emails, calendar invites, or spam) that are automatically deleted after 90 days.
- **Approval Requirement:** No records may be destroyed until this log is filled out and signed by the Department Head.
- **Permanent Retention:** Once completed and signed, this log must be preserved permanently in the organization's administrative archive. Attach any external vendor certificates of destruction (e.g., from a mobile shredding service) directly to this form.

Record Series/Title	Description & Date Range	Confidential	Method of Destruction	Date of Destruction	Witness / Vendor Name	Approved By (Signature)