

 <p style="text-align: center;">Policy for: Records Retention and Disposition</p>	Policy/Document Number	
	Effective Date	11/20/2014
	Revision Date	
	Drafted or Issued By: Fiscal	Date: 11/06/2014
	Approved By: Board of Directors	Date: 11/19/2014
	Board Secretary	
Signature: _____		

Purpose:

The purpose of this document is to establish a policy on records retention and disposition for record format A Retention and Disposition Policy (Records Retention Policy) and related procedures are necessary to comply with all applicable Federal and State laws and shall apply to all records maintained by the Louisiana Cancer Research Center (LCRC), including but not limited to: corporate records, financial records, and human resources records.

Policy Statement:

It is the policy of LCRC to maintain accurate records for the legally requisite period of time or longer (if circumstances require), in a manner that facilitates easy retrieval. Specifically, all records created by LCRC administrators or employees in the course of their duties on behalf of LCRC are retained for as long as they are required to meet the legal, administrative, and operational requirements of the LCRC, after which time they may be either archived and/or destroyed according to LCRC policies and procedures.

All paper documents and records will be kept secure within the LCRC Administrative Offices. Electronic records are secured, backed up regularly, according to all related policies, procedures and schedules.

All records are the property of LCRC and no staff member has any personal or property right to such records regardless of his or her position or the fact that he or she may have developed or compiled them. The unauthorized destruction, removal, or use of LCRC records is prohibited. The falsification or inappropriate alteration of any record is also prohibited.

This policy applies to paper and electronic records.

Retention Schedule:

- All LCRC records will be maintained until disposal is deemed appropriate, in accordance with this policy, procedures and related schedule.
- The Records Retention and Disposition Schedule is included for reference and as a guide for determining the proper method and time of records disposition.
- It contains a list of records and documents to be maintained, along with the prescribed time periods for retention of such records.
- This schedule includes records common to organizations and also represents a general schedule. It does not necessarily identify every record created or collected.

- The record retention schedule shall be reviewed annually and shall be amended where necessary to comply with any changes and/or new State and Federal laws and/or guidelines.

Disposal:

- Records subject to or scheduled for destruction after the specified period of time should be retained longer if required for legal actions, audits, or other official administrative action, including new and/or revised State and/or Federal guidelines.
- A records disposal form shall be completed and processed prior to the disposal and/or destruction of records.
- A disposal request must be approved by a LCRC Administrative Officer.
- Once approval for disposal has been granted LCRC will dispose of records in a manner according to the level of confidentiality the record requires:
 - If a record or series contain **no information considered confidential or sensitive in nature**, any acceptable disposal method may be used including but not limited to landfill; recycling; shredding; incineration; and pulverization.
 - If a record or series contain **information considered confidential or sensitive in nature**, landfill disposal and recycling are not acceptable means of disposal and shall not be used.

Related References

La. R.S. 17:3390(B);(C)
La. R.S. 44:1 et seq
Fair Labor Standards Act of 1938 as amended (FLSA)
Equal Employment Opportunity Act (EEOC)
Federal Insurance Contribution Act (FICA)
Employee Retirement Income Security Act (ERISA)
Immigration Unemployment Tax Act (FUTA)
Family and Medical Leave Act (FMLA)
Occupational Safety and Health Act (OSHA)
Age Discrimination in Employment Act (ADEA)
Sarbanes-Oxley Act (SOX)
IRS Form 990