
DOCUMENT RETENTION POLICY

Sage Oak Charter Schools (“SOCS” or the “Charter School”) adopt this Document Retention Policy with respect to the management and retention of documents and other records, both in physical hard copy or electronic media (collectively referred to as “documents” in this Policy).

Policy and Purposes

Purposes of the Policy include:

1. Retention and maintenance of documents necessary for the proper functioning of SOCS as well as to comply with applicable legal requirements;
2. Destruction of documents that no longer need to be retained; and
3. Guidance for staff with respect to their responsibilities concerning document retention and management.

As set forth in the Document Retention Schedule (“Schedule”) below, staff should make efforts to retain certain documents on a permanent or semi-permanent basis. Nevertheless, the Schedule is not meant to be a comprehensive list of all documents requiring preservation. Instead, staff should, to the extent not identified below, exercise discretion in maintaining all documents necessary and convenient to their work, the work of their teams, and SOCS, generally.

Google Suite and Other Forms of Electronic Communications

SOCS assigns all staff unique usernames that provide access to a suite of tools known as Google Suite. This suite of tools includes Google Drive, Google Docs, Google Sheets, Google Slides, Google Gmail, and Google Chat. These tools are provided at SOCS’s expense to assist staff members with carrying out SOCS business by allowing a means for internal and external communication with necessary individuals and organizations. The tools shall be used only for SOCS-related business purposes to the maximum extent possible.

Staff should keep in mind that while Google Drive, Google Docs, Google Sheets, and Google Slides serve important functions in the orderly management and retention of records for the SOCS (see Schedule), Google Gmail and Google Chat do not. Nevertheless, provisions have been made to automatically retain Google Gmail messages and their related attachments for a period of time:

Retention Window for Gmail messages and their related attachments
Three years

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During the retention window, staff may organize and sort incoming or outgoing emails and attachments **for permanent retention** as necessary or convenient to their responsibilities. Staff may do so by labeling individual emails as “retain” in Google Mail's labeling functionality. Staff shall not delete any email that is considered a useful record for administrative, personnel or fiscal purposes, or when there is reason to believe the email is (or will be) subject to litigation or discovery order.

If an email has not been tagged or starred within the retention window (e.g., within three (3) years of receipt for staff), the email may be automatically deleted.

Other forms of electronic communication, such as iMessage, SMS Messages, Skype, and WhatsApp, should not be used to communicate information requiring retention for any period of time. SOCS does not currently maintain a centralized method for storing or managing such communications for information necessary or convenient to SOCS’s operations. As such, any important information should be migrated from such platforms on a daily basis and the communications expunged. A failure to do so may expose individual staff members to a substantial burden in searching, collecting, and organizing such communications upon request.

SOCS routinely uses Zoom for online communications, meetings, and classes. Recorded Zoom sessions will be automatically retained for at most sixty (60) days. Should any Zoom session require retention beyond that time, staff should download the session and upload it to a secure repository such as Google Drive.

Document Retention Schedule

Each staff member shall take responsibility for sorting and retaining SOCS documents and records as directed in the following Schedule. Compliance with the following Schedule may be satisfied by retaining such documents in either paper or electronic form. To the extent not identified below, all staff should exercise discretion in maintaining all documents necessary and convenient to their work, the work of their teams, and SOCS, generally.

Document Type	Retention Period
Accounting and Finance	See SOCS Fiscal Policies and Procedures Manual
Corporate and Tax Exemption	
Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent

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Minute Books (e.g., Board & Committee Minutes)	Permanent
Annual Reports/Filings to Attorney General and Secretary of State	Permanent
Other Corporate Filings	Permanent
IRS Exemption Application Form	Permanent
IRS Exemption Determination Letter	Permanent
State Exemption Application	Permanent
State Exemption Determination Letter	Permanent
Licenses and Permits	Permanent
Employer Identification Number (EIN) Designation	Permanent
Correspondence and Internal Memoranda	
Board correspondence	Permanent
Hard copy correspondence and internal memoranda considered important to SOCS or having lasting significance	Permanent (subject to periodic review)
Hard copy correspondence and internal memoranda relating to routine matters with no lasting significance	12 months
Employment, Personnel and Pension	
Personnel Records	10 years after employment
Employee Contracts	10 years after employment

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Retirement and Pension Records	Permanent
Insurance	
Property, D&O, Workers’ Compensation and General Liability Insurance Policies	Permanent
Insurance Claims Records	Permanent
Contracts	
Contracts (including related correspondence and other supporting documentation)	See SOCS Fiscal Policies and Procedures Manual
Policies and Procedures	
Network-wide Policies and Procedures	Current with revision history
Property	
Property Records	Permanent
Construction Files	Permanent
Tax	See SOCS Fiscal Policies and Procedures Manual
Compliance Records	
Form 700s	Permanent
Application Documents for Approved Private and Public Grants	See SOCS Fiscal Policies and Procedures Manual