

Document Retention

ARTICLE I

PURPOSE

The purpose of this policy is to ensure that the AIDS Law Project of Pennsylvania's (ALPP) necessary records and documents are adequately protected and maintained according to federal, state, and other regulatory requirements.

ARTICLE II

POLICY

Section 1. General Guidelines. From time to time, ALPP may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance. Several documents that warrant special consideration are in "Schedule A." While minimum retention periods are established, the retention of the documents identified in "Schedule A" should be determined primarily by the application of general guidelines affecting document retention, as well as the exception for litigation, claims and any other pertinent factors.

Section 2. Suspension of Record Disposal in the Event of Litigation or Claims. In the event the AIDS Law Project of Pennsylvania is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning the AIDS Law Project of Pennsylvania or the commencement of any litigation against or concerning the AIDS Law Project of Pennsylvania such employee shall inform the Executive Director and any further disposal of documents shall be suspended until the Executive Director determines otherwise. The Executive Director shall take such steps as are necessary to promptly inform all staff of any suspension in the further disposal of documents.