

**KENNETT SQUARE FOOD CO-OP  
BOARD OF DIRECTORS**

**BOARD POLICY: MAINTENANCE AND DISPOSITION OF RECORDS**

Adopted August 2<sup>nd</sup>, 2018

**I. OBJECTIVE**

- A. To establish a formal Records Retention Policy for categorizing, storing, maintaining and disposing of records.
- B. To ensure compliance with federal and state regulatory requirements.

**II. POLICY**

- A. The records of the Kennett Square Food Co-op (Cooperative) shall be maintained in compliance with:
  - 1. All applicable federal laws, regulations and guidelines;
  - 2. All state laws, regulations and guidelines;
  - 3. Industry best practices.
- B. Where permitted by federal and state regulatory agencies, bulk quantities of records shall be converted to an appropriate medium (electronic, microfilm, etc.) to save space, reduce loss, and damage.
- C. The disposition of such records will be governed by the recommendations of federal and state laws, regulations, guidelines and industry best practices.
- D. The destruction of sensitive or confidential records, regardless of the medium, shall be in compliance with federal and state laws and regulations and industry best practices.

**III. RESPONSIBILITY**

- A. The Cooperative Secretary shall be responsible for the implementation of this policy.
- B. Deviations from the provisions of this policy shall be approved by the Cooperative Board of Directors and appropriate federal and state agencies having jurisdiction.