

# **DOWNTOWN AKRON SPECIAL IMPROVEMENT DISTRICT RECORDS RETENTION POLICY**

## **Record Retention Policy**

### **Financial Documentation**

All financial documentation will be kept for seven years. These documents will be archived both physically and electronically. This includes, but is not limited to banking documentation, invoices, credit card statements, and all supporting documents for DAP and the DASID.

### **Contracts**

All contracts will be kept both physically and electronically for 7 calendar years from the date of contract expiration.

### **Correspondence**

Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, misc. communications, etc. will be retained according to content.

### **Miscellaneous Documentation**

A determination for the retention of all other documents will be made at the discretion of President/CEO.