

C. Other							

Section 4. Policy Suspension

In some instances, this Document Retention Policy may be temporarily suspended, specifically if an investigation, litigation, or audit is anticipated. In some instances, this policy's disposal schedule may conflict with the need to produce documents relevant to the aforementioned legal or regulatory procedures. If this is the case, then the need to comply fully with the law and/or regulation will override this policy, causing this policy to be temporarily suspended until the matter in question is satisfactorily resolved. Suspension of this policy will take the form of no business documents being disposed of whatsoever for a period of time.

Section 5. Policy Non-Compliance

It is in violation of this policy to dispose of any business document types named in the retention schedule above. If you believe you have accidentally disposed of or destroyed a business document, please contact the policy administrator listed below immediately as the document may still be retrievable or salvageable, or may exist elsewhere as a copy. Your honesty in coming forward will have a significant positive impact on any disciplinary action taken, if any. If you know of anyone willfully disposing of or destroying any business documents of Organization, you are under obligation to report these activities to the policy administrator listed below.

Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Failure to report known violations of this policy will be handled very seriously.

Section 6. Contacts

If you have any questions or concerns regarding this policy, or would like to report a policy violation, contact _____.

Declaration of Understanding

I, _____, have read, understand, and agree to adhere to the Organization's Document Retention and Destruction Policy.

Name (Printed): _____

Name (Signed): _____

Today's Date: _____