



Men's WAR (Without A Roof) with Prostate Cancer, Inc.

A North Carolina Nonprofit Corporation

Fillable Document Retention & Destruction Policy

Employee Name: _____

Department: _____

Date Completed: _____

Policy Acknowledgment I acknowledge that I have read and understood the Document Retention & Destruction Policy. I agree to comply with the procedures outlined and understand the consequences of non-compliance.

Signature: _____

Date: _____

Retention Guidelines

Record Type	Retention Period
Financial Records	7 years
Employee Records	6 years after termination
Contracts	6 years after expiration
Emails & Correspondence	2 years unless legally required longer

Destruction Procedures

- Shred physical documents using a cross-cut shredder.
- Permanently delete digital files from all storage locations.
- Ensure backups are also deleted if applicable.

Review Schedule

- Policy will be reviewed annually by the Compliance Team.

Contact for Questions

Men's WAR is committed to transparency and clarity in all governance policies.

Contact (for coordination only): info@menswarprostatecancer.org | Website: menswarprostatecancer.org
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The Board's Secretary will review all inquiries in coordination with the Executive Director. Responses will be provided promptly, with attention to confidentiality and trauma-informed communication.

If you have questions about this Document Retention & Destruction Policy, or need clarification on how it applies to specific records, please reach out to:
compliance@menswarprostatecancer.org