



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](mailto:info@menswarprostatecancer.org) | Website: [menswarprostatecancer.org](http://menswarprostatecancer.org)  
© 2025 Men's WAR with Prostate Cancer, Inc. — All rights reserved.



## Men's WAR (Without A Roof) with Prostate Cancer, Inc. A North Carolina Nonprofit Corporation

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](mailto:compliance@menswarprostatecancer.org)