INDIGO UNLIMITED

Document Retention Policy

Adopted by the Board of Directors on November 24, 2026

Adopted in America/Los_Angeles on November 24, 2026. A written board resolution with signature lines for the President and Secretary is in the board records.

1. Purpose

This policy sets a minimum schedule for keeping Indigo Unlimited's records, so that we can meet legal, tax, audit, and donor-accountability duties, and so that we dispose of records we no longer need. It is consistent with the website Privacy Policy, which generally provides for a seven-year retention of certain records for nonprofit, tax, and audit purposes.

2. Responsibility

The Secretary is the custodian of corporate records under the bylaws. The Treasurer (or, if that office is vacant, the President) is responsible for financial records. Program leads may hold working copies, but official records should be stored so that they can be produced on request.

3. Retention schedule (minimum)

Record	Minimum retention
Articles of Incorporation, bylaws, IRS determination letter, EIN notice (CP 575), and amendments	Permanently
Board and committee minutes, resolutions, and conflict-of-interest disclosures	Permanently
Form 990, 990-EZ, or 990-N and supporting workpapers	Permanently
State charity registrations, annual reports, and business licenses	Permanently
Audit reports (if any)	Permanently
Insurance policies and claims	Permanently
Gift and grant agreements, and donor restriction documentation	7 years after the end of the restriction, or permanently if permanent restrictions
Bank statements, cancelled checks, deposit records, and general ledger	7 years
Invoices, receipts, expense reports, and payroll (if any)	7 years
Contracts and leases	7 years after expiration or termination
Grant applications (unsuccessful)	3 years
Correspondence of routine administrative value	3 years

Record	Minimum retention
Website form submissions, Grant Digest subscription and agreement records, and partner-portal records	As stated in the Privacy Policy: for as long as needed for the stated purpose, then generally 7 years for tax and audit records, unless law requires longer
Family Legal Cost Assistance eligibility and payment records (no Social Security numbers or unnecessary sensitive client details should be collected)	7 years after the last payment or denial

4. Electronic records and legal holds

Electronic records are subject to the same periods as paper records. If litigation, an audit, or a government inquiry is reasonably anticipated, relevant records must be preserved until the President or the Board releases the hold, even if the schedule above would otherwise allow disposal.

5. Disposal

When the retention period ends and no hold applies, records that contain personal or financial information must be securely destroyed (for example, shredding or secure digital deletion). Public documents already posted on the website may be archived rather than destroyed.

Adopted by the Board of Directors on November 24, 2026.

A written board resolution of the same date, with signature lines for Dominick Wernicke, President, and Tarah Wernicke, Secretary, is retained in the corporate records.