

Navarre Wolves Basketball Program

Document Retention & Destruction Policy

This policy establishes guidelines for the retention and destruction of organizational records to ensure compliance with legal, financial, and governance requirements.

Document Type	Retention Period
Governing Documents & IRS Filings	Permanent
Meeting Minutes	Permanent
Financial Records & Bank Statements	7 Years
Contracts & Insurance Policies	7 Years
Waivers & Releases	7 Years

Records may be destroyed after the retention period provided no investigation or legal matter is pending.

Adopted on: _____

President / Head Coach: _____ Date: _____