

POLICIES:
Document Destruction

Effective 11/12/07
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Document Destruction Policy

The Sarbanes-Oxley Act of July 30, 2002, makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. The Nonprofit Resource Center of Texas (NPRC) acknowledges its responsibility to preserve information relating to litigation, audits, and investigations. Each employee has an obligation to notify the Executive Director or Board of Directors of potential or actual litigation, external audit, investigation or similar proceedings involving The Nonprofit Resource Center of Texas (NPRC). No documents related to an impending litigation, audit, or investigation may be destroyed until litigation, audit, or completed. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against NPRC and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment.)