

FoodRecovery.org

Document Retention & Destruction Policy

MEANS Database Inc. DBA FoodRecovery.org (“the Company”) provides a platform for users to share and transmit information. Any information provided through the FoodRecovery.org platform is saved. Any record-keeping exists for the protection of FoodRecovery.org. Any information that is provided to the Company will be saved by FoodRecovery.org in accordance with Internal Revenue Services (IRS) requirements.

Retained Records

The Company is required to keep any information relevant to the following categories in physical or digital form:

- Articles of Incorporation, Mission Statement and Organizational Documents
- Governance and Management Policies
- Internal Checks
- Corporate Resolutions
- Checks from Third Parties
- IRS Determination Letters and Related Forms Filed
- Financial Statements/Accounting Records
- Insurance Policy Information
- Board Meeting Minutes
- Employee Tax Records
- All Mail Directed to MEANS Database Inc. DBA FoodRecovery.org

Keeping Records

The Company keeps records of website interactions primarily as proof of compliance with tax laws as a 501(c)(3) organization. Keeping records helps The Company evaluate its non-profit performance, monitor its budget, prepare financial statements, and organize accurate grant writing. Without this information, The Company risks the revocation of its tax-exempt status.

The Company follows all IRS guidelines for recording payments by check, electronic transfer, and credit.

Retention Period of Records

All records are retained according to the IRS Compliance Guide for 501(c)(3) Public Charities.

Document Destruction

It is in the Company's best interest to avoid destroying any business records or information from platform users. However, any user no longer utilizing the FoodRecovery.org platform who wishes to remove the information associated with their account retains the right to do so. Otherwise, FoodRecovery.org will retain any information transmitted through the website indefinitely. This course of action may result in account termination on our platform for the user and/or organization given the requirements outlined in our Terms of Use.

Policy-Related Roles and Responsibilities

Board of Directors: As well as overseeing all macro-scale operations for FoodRecovery.org, the Board approves all policy decisions made by the company.

Senior Staff: The Senior Staff has access to all financial statements recorded on the third-party HR platform and accounting software. It is the Senior Staff's responsibility to ensure that all information is both accurate, preserved, and secure.

Executive Director: Outside of working with the Accounting Team, the Executive Director has the physical records. The Executive Director is also responsible for any interactions with the company's multiple bank accounts.

Accounting Team: The Accounting team is made up of the Executive Director and the Director of Operations. Together, they are responsible for ensuring that all financials follow the IRS guidelines. Any records received from third parties are scanned and saved by the Accounting Team. The Accounting Team also consults with an outside accountant.