



DEPARTMENT OF GEORGIA POLICY RECORD RETENTION AND DISPOSAL

Reviewing Body: Department President Reviewed Date: 10-20-2023
 Adopted By: Department Executive Committee Adopted Date: 10-27-2023

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), Department of Georgia (Department), a public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Stockbridge Georgia to retain, protect, and dispose of ALA Department records – paper, electronic, and other media formats – in accordance with applicable federal and state laws.

Policy Definitions

Record includes any document or material, whether in electronic or hard copy form, generated or received by the Department in the course of ALA business.

Record Retention Schedule is a table that describes

- a) the specific document type and
- b) the length of time for each document or record to be retained.

Policy

1. ALA Department Headquarters (ALA DEPT) shall maintain certain records for specified periods according to the ALA NHQ Record Retention Schedule. Documents shall be stored in a protected environment for the duration of their retention period according to the ALA NHQ Record Retention Schedule. Documents covered under this policy include hard copy, electronic, other media documents, and backups of same.
2. At the end of a document’s required retention period, paper or hard copies of the document shall be destroyed by shredding. Electronic copies of documents shall be purged or erased.
3. Documents that have been subpoenaed and/or otherwise legally requested shall be provided within the timeline requested as authorized by either the National Secretary or Executive Director. No such document shall be concealed, altered, or destroyed with the intent to obstruct any investigation or litigation.

Related Information

- ALA National Headquarters Policy entitled “Record Retention and Disposal Policy” for the listing of documents and their retention period.

Date Revised (or established)	Description of Revision	Adopted By:
10-27-2023	Established	Department Executive Committee