



**Ballou Alumni Association (BAA), Inc. • 3228 Pope Street, SE • Washington, DC  
20020**

### **Records Retention and Destruction Policy**

The Records Retention and Destruction Policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and District of Columbia laws and regulations, to eliminate accidental or innocent destruction of records and facilitate the operation of the Association by promoting efficiency and freeing up valuable storage space.

The Association shall prepare and maintain correct and complete books and records of account and shall also keep minutes of all meetings of its Board of Directors and any committees. The books and records shall include a minute book, which shall contain a copy of the Articles of Incorporation, including any amendments, a copy of these Bylaws, all minutes of meetings of the Board of Directors and any committee reports, a copy of the complete Form 1023 exemption application as filed with the Internal Revenue Service and copies of the three (3) most recent Forms 990 and Forms 990-T (if any) filed with the Internal Revenue Service.