

**RECORD RETENTION AND DESTRUCTION POLICY**  
**CAMP AGAPE, a Texas nonprofit corporation**

1. Policy: This policy represents Camp Agape's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.
2. Administration: Attached as Appendix "A" is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for fiscal records about Camp Agape and the retention and disposal of electronic documents. The Secretary is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for Camp Agape; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this policy.
3. Suspension of Record Disposal And Event of Litigation or Claims: in the event Camp Agape is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Camp Agape or the commitment of any litigation against or concerning Camp Agape such employee shall inform the administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the future disposal of documents.
4. Applicability: This Policy applies to all physical records generated in the course of Agape's operation, including both original documents and reproductions.