**National Federation of the Blind of New Mexico**

**RECORDS RETENTION POLICY**

It is the policy of the National Federation of the Blind of New Mexico to retain all records and documents required by federal or state law to be maintained by nonprofit charitable corporations organized pursuant to section 501(c)(3) of the Internal Revenue Code. Such documents include official corporate records, books and records that are required to be maintained under Internal Revenue Service rules, records that are required to be maintained under state regulations, other significant financial records, and officially mandated personnel records.

While it is recognized that documents may be destroyed from time to time when retention is no longer required or appropriate, it is emphasized that destruction of documents in order to obstruct litigation or any federal or state investigation would violate the National Federation of the Blind of New Mexico’s records retention policy.

While adherence to the National Federation of the Blind of New Mexico’s records retention policy is expected by all employees, volunteers, and others acting as agents of the National Federation of the Blind of New Mexico, the (officer’s title) is responsible for the overall direction and coordination required to implement and maintain this policy.