

**International Dark-Sky Association
Document Retention Policy**

Adopted 16 September 2014

Document Retention Policy

The International Dark-Sky Association (IDA) acknowledges its responsibility to preserve information relating to litigation, audits and investigations. The Sarbanes-Oxley Act of July 30, 2002, makes it a crime to alter, cover up, falsify, or destroy any document, including electronic records, to prevent its use in an official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the IDA and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the Executive Director if aware of a potential or actual litigation, external audit, investigation or similar proceeding involving IDA that may have an impact on the approved records retention schedule.

It is the policy of the IDA to retain documents for a period of at least seven years.