



# DOCUMENT RETENTION & DESTRUCTION POLICY

## 1.0 Purpose

To Identify the roles and responsibilities for maintaining and documenting the storage and destruction of the organization's documents and records. This policy covers all records and documents, regardless of physical form (including electronic documents), contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with HRS 431:9A-123 and to facilitate the Organization's operations by promoting efficiency.

## 2.0 Scope

Includes:

- Insurance policies and related correspondence
- Accounting records

## 3.0 Policy

All insurance and accounting files ("files" includes both hardcopy and electronic copy of files) will be stored in the designated, secure space (see attached for specific detail) for 10 years from policy expiration year. Annually in March, aforementioned files will be reviewed as follows:

- Hardcopy or Paper Files – SR VP Organizational Management will identify records that in excess of ten (10) years and oversee their destruction. All hardcopy or paper files will be destroyed by a professional records management service that provides shredding "on site."
- All electronic files and records which are stored on the agency management system, or related networks – VP Project Manager will work with the agency management and related network vendor(s) to facilitate the process. Files in excess of ten (10) years will be deleted from any related cloud or on-premise servers.

## 4.0 Exemptions

This does not apply to life or accident and health or sickness insurance if records required for such insurance are customarily maintained in the offices of the insurer. (See Attached Schedule for more detail)

## 5.0 Effective Date

February 25, 2005

## 6.0 Policy Revisions

Atlas retains the right to make revisions and changes to this policy at any time.

## 7.0 Reviewed/Revised

February 2025



## **DOCUMENT RETENTION & DESTRUCTION POLICY (DESIGNATED SECURE STORAGE)**

- Designated Storage for Hardcopy or Paper Files – Secure offsite storage facility managed by a professional records Management service.
- Designated Servers for All electronic files and records which are stored on the agency management system and document management system – located in secure cloud based servers managed by agency management and/or document management system vendor(s) per contract.