



Midwest Honor Flight

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RECORD RETENTION AND DESTRUCTION POLICY

1) Purpose

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by Midwest Honor Flight or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding directors and volunteers of Midwest Honor Flight in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

2) Policy

Midwest Honor Flight will use the following table for retention of certain records for before, during, and after the mission of our organization. Documents held for retention will be under lock in the office of the Midwest Honor Flight.

<u>Document Type/Reason</u>	<u>Retention Time</u>	<u>Destruction Method</u>
Initial Application/Show interest in taking flight	Until Flight is Granted, Until Applicant Removes Themselves from the Wait List, or the Applicant is Deceased	Shredded/Deleted from Server
DD Form 214/Confirmation of Honorable Service	2 Weeks after Application	Shredded/Deleted from Server
Health & Medical Info/Preparation for Flight	6 Months after Granted Flight	Shredded/Deleted from Server
Wavier of Liability/Hold MWHF Harmless	3 Years after Granted Flight	Shredded/Deleted from Server

ONE FINAL TOUR WITH HONOR

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