

Data Retention Policy

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Purpose

The purpose of this Data Retention Policy is to ensure that MENU retains its official records in accordance with the requirements of all applicable laws. This Policy provides guidelines concerning the length of time official records should be retained under ordinary business circumstances.

Covered records

This Policy applies to all official records generated in the course of the MENU operations, including but not limited to:

- MENU Platform Data
- Typed, or printed hardcopy (i.e., paper) documents;
- Electronic records and documents (e.g., email, Web files, text files, PDF files);
- Video or digital images;
- Graphic representations;
- Electronically stored information contained on network servers and/or document management systems; and
- Recorded audio material.

Platform Data

Retention schedules for MENU Platform Data are defined based on the Privacy by Design Guidelines and recorded in MENU's Register of Processing Activities.

Record retention

1. All records shall be maintained and stored for no longer than is necessary for the purposes for which the data is being processed. The Directors of MENU will be responsible for the administration of this policy to all employees and to ensure that the policy is implemented.

2. Make modifications to the Record Retention Schedule from time to time to ensure that this Policy complies with local, state and federal laws and includes the appropriate document and record categories for MENU.
3. Monitor the compliance of MENU officers and employees with this Policy;
4. Directors shall take other action as may be authorized by the MENU Board of Directors.

Suspension of record disposal in event of litigation or claims

In the event any employee of MENU reasonably anticipates or becomes aware of a governmental investigation or audit concerning the Agency or the commencement of any litigation against or concerning MENU, such employee must inform the Directors and the Board of Directors and any further disposal of documents must be suspended until such time as the Board of Directors, with the advice of the Executive Director and the Agency's legal counsel, determines otherwise. The Directors shall take such steps as are necessary to promptly inform affected staff of any suspension in the disposal or destruction of documents.

Confidentiality and ownership

All employees are expected to hold all business records in confidence and to treat them as MENU assets. Records must be safeguarded and may be disclosed to parties outside of MENU only upon proper authorization. Any subpoena, court order or other request for documents received by employees, or questions regarding the release of the MENU records, must be directed to the Directors of MENU prior to the release of such records. Any records of MENU in possession of an employee must be returned to the employee's supervisor or the Board of Directors upon termination of employment.