

WSRE TV FOUNDATION, INC.
RECORDS RETENTION AND DESTRUCTION POLICY

The Board of Directors of the WSRE-TV Foundation, Inc. recognizes the need for a formal policy setting minimum requirements for the treatment, storage and destruction of Foundation documents, both electronic and paper. This policy acknowledges the awareness of the Board, and, by extension, appropriate employees, contracted staff, independent contractors and volunteers, that it is a federal crime to alter or destroy documents in order to prevent their use in an official proceeding.

By virtue of the Foundation's special status as a Direct Support Organization of Pensacola State College under Florida Statue 1004.70, the Board also acknowledges that the Foundation's records are subject to Florida Open Records laws, and will comply with all requirements therein. The Foundation will observe the General Records Schedules GS1-SL and GS-5 requirements as set forth by the Florida Department of State.