

# THE GOOD JOB HAPPY CO.™

## Document Retention Policy

goodjobhappy.org

Adopted: June 2, 2026 Reviewed/ Updated Dates: \_\_\_\_\_

**Primary Records Custodian:** Tricia Jezierny, Founder / President

**Secondary Records Custodian:** Colin Ciszewski, Secretary

### 1. Purpose

The Good Job Happy Co. (operating through Happy's Barkery, LLC and its nonprofit entity) is committed to responsible management of its records. This Document Retention Policy establishes standards for retaining, storing, and destroying records in a manner that:

- Meets all legal, regulatory, and tax obligations;
- Supports the organization's operations and accountability to donors, partners, and the public;
- Protects the rights of all individuals associated with the organization, including employees, supported employees with disabilities, board members, volunteers, and consultants; and
- Preserves the organization's employment model, brand, and mission assets for future replication; and
- Avoids the unnecessary accumulation of records that have no ongoing value.

This policy applies to all records regardless of format — paper, email, electronic files (Google Drive, OneDrive, or other platforms), or any other medium.

### 2. Scope

This policy applies to all records created, received, or maintained by The Good Job Happy Co., Happy's Barkery, LLC, and all board members, officers, employees, volunteers, consultants, and contractors acting on behalf of the organization.

**Note on Vocational Partner Records:** Individual accommodation and support plans for supported employees are the responsibility of each vocational program partner and are not maintained by The Good Job Happy Co. This organization retains only its own training materials, visual production cards, and program documentation as described in Section 5. Contracts with each vocational partner are retained per the Vocational Partner Records schedule below.

### 3. Records Custodians

Tricia Jezierny, Founder and President, serves as Primary Records Custodian. As the creator and builder of the organization's foundational records, the Founder is responsible for:

- Establishing and maintaining the organization's record-keeping systems and folder structures;
- Making final decisions on record retention and destruction;
- Maintaining custody of all permanent, legal, trademark, and governance records; and
- Making records available to board members upon request, consistent with Article IX, Section 9.2 of the Bylaws.

Colin Ciszewski, Secretary, serves as Secondary Records Custodian and is responsible for:

- Supporting day-to-day record organization and storage;
- Maintaining an inventory of the organization's records and their storage locations; and
- Assuming Primary Records Custodian responsibilities in the absence of the Founder.

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## 4. Storage Standards

### 4a. Paper Records

Paper records must be stored in a secure, dry, fireproof location with access limited to authorized personnel. Sensitive records (employment files, financial records, legal documents) must be kept in a locked, fireproof file.

### 4b. Electronic Records

Electronic records must be stored on a named, organized platform (Google Drive, OneDrive, or equivalent). The Primary Records Custodian is responsible for maintaining a consistent folder structure so records can be located by any authorized board member. Personal email accounts or personal device storage should not be the sole location for any organizational record.

### 4c. Email

Email is a record when it documents a board decision, financial transaction, legal matter, employment action, or donor commitment. Emails meeting this standard should be saved to the appropriate electronic folder or printed and filed. Routine operational emails with no ongoing value do not need to be retained beyond their usefulness.

### 4d. Security and Backup

Electronic records should be backed up regularly. Access to sensitive records should be limited to those with a legitimate need. The organization should use password protection and, where available, two-factor authentication for platforms storing organizational records.

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## 5. Retention Schedule

The following schedule governs the retention of organizational records. "Permanent" means the record is never destroyed. All periods run from the date the record is created or the transaction or event it documents is closed, whichever is later.

| Record Type | Retention Period | Notes |
|-------------|------------------|-------|
|-------------|------------------|-------|

## CORPORATE & GOVERNANCE RECORDS

|                                        |                         |                                  |
|----------------------------------------|-------------------------|----------------------------------|
| Articles of Incorporation              | Permanent               | Never destroy                    |
| Bylaws and all amendments              | Permanent               | Never destroy                    |
| Board meeting minutes                  | Permanent               | Never destroy                    |
| Board resolutions and written consents | Permanent               | Never destroy                    |
| Conflict of interest disclosures       | 7 years                 | Signed annually per Article XIII |
| Officer and director records           | 7 years after term ends |                                  |
| Committee minutes and reports          | 7 years                 |                                  |

## FINANCIAL RECORDS

|                                         |           |               |
|-----------------------------------------|-----------|---------------|
| Annual financial statements             | Permanent | Never destroy |
| Bank statements and reconciliations     | 7 years   |               |
| Accounts payable / receivable records   | 7 years   |               |
| Receipts, invoices, and expense records | 7 years   |               |
| Check registers and canceled checks     | 7 years   |               |
| Budgets (approved)                      | 7 years   |               |
| Credit card statements                  | 7 years   |               |

## TAX & IRS RECORDS

|                                       |           |               |
|---------------------------------------|-----------|---------------|
| IRS Form 1023 (exemption application) | Permanent | Never destroy |
| IRS determination letter              | Permanent | Never destroy |
| Annual tax returns (Form 990)         | Permanent | Never destroy |
| Sales tax records                     | 7 years   |               |
| Payroll tax records                   | 7 years   |               |

## EMPLOYMENT RECORDS (DIRECT TGJHC HIRES)

|                                |                                                                  |                     |
|--------------------------------|------------------------------------------------------------------|---------------------|
| Employee personnel files       | 7 years after separation                                         |                     |
| Payroll records and timesheets | 7 years                                                          |                     |
| I-9 forms                      | 3 years from hire or 1 year after separation, whichever is later | Federal requirement |

|                                                        |                                         |                                   |
|--------------------------------------------------------|-----------------------------------------|-----------------------------------|
| Workers' compensation records                          | <b>7 years</b>                          |                                   |
| Job descriptions and offer letters                     | <b>7 years after separation</b>         |                                   |
| Visual production training cards and program materials | <b>Duration of use + 3 years</b>        | Organization's own materials only |
| Other training and onboarding records                  | <b>Duration of employment + 3 years</b> |                                   |

### **VOCATIONAL PARTNER RECORDS**

|                                                      |                  |                                                     |
|------------------------------------------------------|------------------|-----------------------------------------------------|
| Vocational partner contracts and agreements          | <b>Permanent</b> | Never destroy; documents core mission partnerships  |
| Partner amendments and addenda                       | <b>Permanent</b> | Never destroy                                       |
| Partner payroll billing records and invoices         | <b>7 years</b>   | Includes payroll processing fees billed to TGJHC    |
| Partner payroll reports and supporting documentation | <b>7 years</b>   |                                                     |
| Partner correspondence (material)                    | <b>7 years</b>   | Emails and letters documenting decisions or changes |

### **EMPLOYMENT MODEL, PROGRAM & BRAND RECORDS**

|                                                               |                  |                                                             |
|---------------------------------------------------------------|------------------|-------------------------------------------------------------|
| Employment model documentation                                | <b>Permanent</b> | Never destroy; core replicable asset                        |
| Program design and process documentation                      | <b>Permanent</b> | Never destroy                                               |
| Logo, brand guidelines, and identity files                    | <b>Permanent</b> | Never destroy                                               |
| Trademark filings and registrations                           | <b>Permanent</b> | USPTO Serial Nos. 99550493 and 99550429                     |
| Trademark License Agreement (TGJHC / Happy's Barkery LLC)     | <b>Permanent</b> | Never destroy                                               |
| Marketing and communications materials (significant versions) | <b>Permanent</b> | Includes packaging, product descriptions, website snapshots |
| Press releases and media coverage                             | <b>Permanent</b> | Never destroy                                               |

### **LEGAL RECORDS**

|                                  |                                 |  |
|----------------------------------|---------------------------------|--|
| General contracts and agreements | <b>7 years after expiration</b> |  |
| Insurance policies               | <b>7 years after expiration</b> |  |
| Legal correspondence             | <b>7 years</b>                  |  |

|                                                                               |                                                 |                                                                              |
|-------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------|
| Litigation records                                                            | <b>Permanent or 7 years after resolution</b>    | Consult attorney                                                             |
| <b>DONOR &amp; FUNDRAISING RECORDS</b>                                        |                                                 |                                                                              |
| Donor gift records (all methods)                                              | <b>7 years</b>                                  | Includes cash, check, card, online, and in-kind gifts                        |
| Donor acknowledgment letters                                                  | <b>7 years</b>                                  | Required for donor tax deductions once 501(c)(3) approved                    |
| In-kind donation records and valuations                                       | <b>7 years</b>                                  |                                                                              |
| Fundraising campaign records                                                  | <b>7 years</b>                                  |                                                                              |
| Payment platform records (Venmo, etc.)                                        | <b>7 years</b>                                  | Screenshot and save; platforms may purge history                             |
| Donor database or contact records                                             | <b>7 years after last gift</b>                  |                                                                              |
| <b>GRANT RECORDS</b>                                                          |                                                 |                                                                              |
| All grant records (applications, awards, financials, reports, correspondence) | <b>Per funder requirements; minimum 7 years</b> | Review each grant agreement upon receipt for funder-specific retention terms |
| <b>FOOD SAFETY &amp; REGULATORY RECORDS</b>                                   |                                                 |                                                                              |
| FDA label filings                                                             | <b>Permanent</b>                                | Never destroy                                                                |
| Recipes and ingredient records                                                | <b>7 years</b>                                  |                                                                              |
| Food safety certifications (management)                                       | <b>Duration of certification + 3 years</b>      |                                                                              |
| Production batch records                                                      | <b>3 years</b>                                  |                                                                              |
| Supplier and ingredient sourcing records                                      | <b>3 years</b>                                  |                                                                              |

## 6. Legal Hold

If the organization becomes aware of pending, threatened, or reasonably anticipated litigation, government investigation, audit, or legal proceeding, normal destruction of potentially relevant records must stop immediately. This is called a "legal hold."

The Founder or any board member who becomes aware of such a situation must notify the Records Custodian and the organization's attorney without delay. The legal hold remains in effect until the matter is fully resolved and the Founder or attorney expressly lifts it.

Destroying records subject to a legal hold — even inadvertently — can have serious legal consequences. When in doubt, preserve the record.

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## 7. Destruction of Records

Records whose retention period has expired may be destroyed, subject to the following:

- No record may be destroyed if it is subject to a legal hold (see Section 6).
- Permanent records are never destroyed.
- The Secondary Records Custodian must obtain approval from the Primary Records Custodian before destroying any financial, legal, employment, or governance record.
- Paper records containing sensitive information must be shredded, not placed in general recycling or trash.
- Electronic records must be permanently deleted from all platforms and backup systems, not merely moved to a trash folder.

The Primary Records Custodian should maintain a simple log of records destroyed, noting the record type, date range, and date of destruction.

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## 8. Sensitive and Confidential Records

The following categories of records require extra care in storage, access, and destruction:

- Employment records, including records related to supported employees with disabilities — accessible only to the Founder and Records Custodian unless disclosure is required by law;
  - Donor records — names and gift amounts are confidential unless the donor consents to public recognition;
  - Legal correspondence and attorney communications — may be privileged; consult attorney before disclosing; and
  - Financial records — accessible to board members per Bylaws Article IX, but not to be shared externally without authorization.
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## 9. Relationship to Bylaws

This policy fulfills the requirement of Article XV, Section 15.2 of the Bylaws to maintain a Document Retention Policy. It operates in conjunction with Article IX (Records and Reports), which establishes director inspection rights, and Article XIII (Conflict of Interest), which requires annual retention of signed disclosure forms.

In the event of any conflict between this policy and the Bylaws, the Bylaws shall govern.

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## 10. Policy Review

This policy will be reviewed annually by the Board of Directors and updated as needed to reflect changes in law, organizational growth, or new grant requirements. Amendments require a majority vote of the Board, subject to Founder approval consistent with the Bylaws.

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## 11. Board Adoption

This Document Retention Policy was reviewed and adopted by the Board of Directors of The Good Job Happy Co. on the date indicated above.

Board Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: Tricia Jeznierny

Title: Founder / President / Chair

Secretary Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: Colin Ciszewski

Title: Secretary

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