# West Hills Community College Foundation
# 9900 Cody Street
# Coalinga, CA 93210

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## Document Retention Policy
## Resolution number: WHCCF 3310

WHEREAS, the West Hills Community College Foundation, hereinafter Foundation, is a nonprofit public benefit corporation and is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes; and

WHEREAS, the Foundation is an auxiliary of the and operates solely pursuant to the authority provided to it by the West Hills Community College District, hereinafter District, which is a political subdivision of the State of California; and

WHEREAS, all members of the Foundation staff, including the Executive Director, are employees of the District and subject to all policies and administrative procedures adopted by the District; and

WHEREAS, the Internal Revenue Service under its 2009 revised tax reporting guidelines for filing IRS Form 990 requires that all nonprofit public benefit corporations have a policy governing and pertaining to the retention and destruction of documents;

RESOLVED, That the Foundation hereby adopts District Board policy BP 3310 and District Administrative Procedure 3310, Records Retention and Destruction.

Approved by the WHCC Foundation Board of Directors
March 17, 2010

Reviewed: January 22, 2014 with no changes
Reviewed: February 18, 2015 with no changes
Reviewed: May 11, 2016 with no changes
Reviewed: May 10, 2017 with no changes