



WELL BEING FOUNDATION

Creating Ripples of Sustainable Change

Documentation Retention and Destruction Policy

WELL BEING FOUNDATION is committed to maintaining accurate, secure, and organized records in accordance with applicable laws, regulatory requirements, and organizational needs. This policy establishes guidelines for the retention, storage, protection, and destruction of organizational documents and records to ensure accountability, transparency, confidentiality, and operational efficiency.

The Foundation shall maintain all financial, legal, administrative, programmatic, personnel, donor, and governance records for the period required under applicable laws and organizational procedures. Records may be maintained in physical or electronic form, provided they are stored securely and protected from unauthorized access, loss, damage, alteration, or misuse. Access to confidential or sensitive records shall be limited to authorized individuals only.

Documents that are no longer required and have exceeded the designated retention period may be destroyed in a secure and appropriate manner to protect confidentiality and prevent unauthorized disclosure of information. Destruction methods may include shredding, permanent deletion, or other secure disposal practices. However, no records shall be destroyed if they are subject to legal proceedings, investigations, audits, or regulatory review.

Employees, volunteers, and representatives responsible for handling records must comply with this policy and maintain proper documentation practices at all times. WELL BEING FOUNDATION shall periodically review its record management procedures to ensure legal compliance, data security, and effective organizational governance.



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