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Florida Alliance for Assistive Services and Technology, Inc. Policy #16-03

Approved by the Board of Directors, Transferred from the FAAST Personnel Manual

## Records Retention

### 1. Purpose

In accordance with federal regulations, FAAST shall maintain all financial and programmatic records for a minimum of seven (7) years. Consumer records will be kept securely in accordance with applicable federal, state, or local regulations and funding requirements.

### 2. Policy Process

- a. As consumer, financial and programmatic records and reports are developed, assigned personnel will ensure that a permanent copy is securely filed in a designated storage cabinet. On a periodic basis, such documentation may be compiled, boxed, clearly labeled with contents and earliest destruction date and moved to a permanent storage area within the FAAST headquarters or in a designated offsite location.
- b. All consumer, financial and programmatic electronic files should be backed up on a daily basis. Backup tapes of vital information should be rotated to an offsite location on a regular basis in accordance with customary disaster recovery operations.