

**DEPRESSION AND BIPOLAR SUPPORT ALLIANCE OF GREATER CHICAGO (DBSA-GC)  
RECORD RETENTION POLICY**

**Purpose**

The purpose of this policy is to ensure that records related to DBSA Greater Chicago's operations, activities, and governance are consistently maintained and accessible. Proper record retention supports transparency, continuity of operations, and compliance with nonprofit best practices.

**Record Storage**

All official records of DBSA Greater Chicago are stored electronically in the chapter's designated Google Drive account.

Records should be uploaded, organized, and maintained in the appropriate folders within Google Drive so that chapter leadership can access them when necessary.

Records maintained in Google Drive may include, but are not limited to:

- Board meeting agendas and minutes
- Financial records and reports
- Chapter policies and procedures
- Support group documentation and facilitator materials
- Event planning materials and reports
- Communications and outreach materials
- Grant or fundraising documentation
- Any other documents related to the operation of the chapter

When possible, physical documents should be scanned and uploaded to Google Drive so that the electronic file becomes the official chapter record.

**Retention**

Unless otherwise required by law or DBSA national policies, records will be retained in Google Drive on an ongoing basis and should not be deleted without approval from chapter leadership. Maintaining records in Google Drive allows the chapter to preserve institutional knowledge and ensure continuity as volunteers and leaders change.

**Access and Responsibility**

Access to the chapter's Google Drive will be limited to authorized chapter leaders and individuals designated by the Board. Chapter leaders and volunteers responsible for meetings, finances, or events should ensure that relevant records are uploaded to Google Drive in a timely manner.

**Policy Review**

This policy may be reviewed and updated periodically by the DBSA Greater Chicago Board to ensure that records are maintained in an organized and secure manner.

Effective: 3/17/2026 by DBSA-GC Board of Directors