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# HEALTH TALENTS INTERNATIONAL INC

## RECORDS AND RETENTION POLICY

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### **POLICY STATEMENT**

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Health Talents International (HTI) will retain appropriate records (i.e., minutes of Board meetings, financial records, legal documents, etc.) in digital and hard copy form for both legal and historical purposes. Financial records will be kept for a minimum of seven (7) years. All of the other documents will be retained indefinitely.

### **REASON FOR THE POLICY**

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This policy exists to ensure the retention of working documents of the organization.

### **APPLICATION**

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This policy applies to the U.S. Mission Director and the TSI CA Mission Director. This policy will ensure that the “story” of the Health Talents International medical evangelism ministry will be preserved.

### **PROCEDURES**

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- 1) Each mission director will carefully preserve the pertinent documents in file storage and in digital form, as possible.
  - 2) Some documents may be sent to Abilene Christian University to be retained in their mission archives section.
  - 3) These documents may be available to others upon request for historical or legal purposes. Contact the HTI US Missions Director at [HTIRick@aol.com](mailto:HTIRick@aol.com) with questions about this policy.
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