

# Northbridge — Record Retention Policy

<b>Policy Owner</b>	<b>Accounting</b>
Effective Date	2025-04-03
Revision	1.0
Classification	Internal Use Only
Applies To	Finance and Accounting Teams

## 1. Purpose

This policy defines Northbridge Accounting standards for record retention policy.

## 2. Scope

Applies to all financial operations, staff, and reporting at Northbridge.

## 3. Roles & Responsibilities

- Policy Owner: ensures updates and alignment with regulations.
- Accounting Managers: enforce daily compliance and reviews.
- Employees: follow procedures and escalate anomalies.
- Auditors: validate adherence and recommend improvements.

## 4. Requirements & Procedures

- Retain financial records for a minimum of seven years.
- Securely dispose of records past retention period.
- Apply legal hold procedures during litigation or investigation.
- Maintain inventory of record types and retention periods.

## 5. Compliance & Exceptions

Exceptions require CFO approval. Non-compliance may result in disciplinary action.

## 6. Review & Maintenance

Reviewed annually and after major regulatory changes.