



Associates of Vietnam Veterans of America, Inc.
POLICY AND PROCEDURE AGREEMENT

DOCUMENT RETENTION POLICY AGREEMENT

ACKNOWLEDGEMENT

I have read and understand the purpose of the Document Retention Policy (DRP) (P&P Manual Sec 6.VIII, page 14). I understand that strict adherence to this policy is a condition of my employment with AVVA. If I do not understand something regarding the Document Retention Policy, I will contact the AVVA Secretary immediately for clarification. I agree to abide by AVVA's DRP.

Signature _____ Date _____

Title: _____