

DOCUMENT RETENTION POLICY

PURPOSE

The purpose of this Policy is to ensure that certain records and documents are adequately protected, maintained and discarded at the proper time. This Policy is also intended to guide staff in understanding their obligations in retaining electronic documents, including e-mail and other digital files.

SCOPE

This Policy applies to all physical and electronic documents generated by the Association's operations. It also applies to records or documents created as part of work performed for the Association by independent contractors. However, it does not apply to an independent contractor's internal business records that are not part of a work product requested by the Association.

ADMINISTRATION

The Executive Director is responsible for administering this Policy and implementing processes to ensure that the Record Retention Schedule is followed. The Executive Director is authorized to make modifications to the Record Retention Schedule from time to time to ensure that it complies with local, state and federal laws and includes the appropriate document and record categories. The Executive Director shall also determine the appropriate locations and methods used to store and dispose of documents along with monitoring compliance with the Policy.

SUSPENSION OF RECORD DISPOSAL IN EVENT OF LITIGATION OR CLAIMS

In the event the Association is served with a subpoena or a request for documents due to a governmental investigation or audit concerning the Association, or the commencement of any litigation against the Association, any further disposal of documents shall be suspended until the Executive Director, with the advice of counsel, determines otherwise. The Executive Director shall take such steps as are necessary to promptly inform all staff of any suspension in the further disposal of documents.

RECORD RETENTION SCHEDULE

1. The following documents shall be retained *Permanently*:

Articles of Incorporation, Bylaws, Board of Directors Meeting Minutes, Corporate Seals, Trademark or Copyright Registrations, Patents, Licenses and Permits, Real Estate Contracts, Property Deeds, Assessments, Rights of Way, Property Insurance Policies, Annual Audit Reports, Annual Financial Statements, General Ledgers, Savings Plan Documents, Valuation Reports, Resale Certificates, Federal Tax Returns, State Unemployment Records, Payroll Registers, Employment Termination Agreements, Memorandums of Understanding.

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2. The following documents shall be retained for eight (8) years:

A/R Invoices, Records and Statements regarding injuries to outside parties, Contracts and Related Correspondence, Journal Entries, Cancelled Checks, A/P Paid Invoices, Business Expense Records, Sales and Use Taxes, Credit Card Receipts, 1099 Forms, W9 Forms, Payroll and Employment Tax Records, Group Health Insurance Records, Salary Schedules, Job Evaluations, Safety Records, Employment Records required by the Family & Medical Leave Act, Employment Records required by the Fair Labor Standards Act, Employment Records required by the Age Discrimination in Employment Act, and all Program Documentation required by Title 49 CFR Parts 192 and 195.

3. The following documents shall be retained for three (3) years:

Bank Records, Stop Payment Orders, Bank Reconciliations, Bank Deposits and Copies of Checks, Superseded Check Signature Authorizations, Petty Cash Vouchers, Purchase Orders, Records required by the Fair Credit Reporting Act, Attendance Rosters, Shipping Records.

CORRESPONDENCE AND INTERNAL MEMORANDA

Correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a contract would be retained for the same period as the contract (8 years after expiration). Correspondence pertaining to non-routine matters having significant lasting consequences for the organization should be retained permanently. One example of this type of correspondence would be a letter from the IRS regarding the Association's non-profit status.

Correspondence or internal memoranda that do not pertain to documents having a prescribed retention period or relate only to routine matters having no significant consequences do not have to be retained and may be discarded at any time. Examples include:

- Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
- Form letters that require no follow-up.
- Letters of general inquiry and replies that complete a cycle of correspondence.
- Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
- Other letters of inconsequential subject matter or that close correspondence to which no further reference will be necessary.