



I. Purpose:

To assign responsibility for record retention and define the records to be retained and the retention periods.

II. Scope:

All records identified in this policy.

III. Policy:

The section will provide suitable files to store and transfer records. The section SharePoint website is the preferable location to store electronic files.

The member of the Leadership Committee bearing responsibility for record retention has the duty to:

- Retain records and provide a safe place to store them while they are in their care;
- Review the records at the start of each year and determine which records are to be destroyed.

The records which are to be retained, the minimum retention time and members of the Leadership Committee bearing primary responsibility for retention are listed below:

<u>RECORD</u>	<u>RETENTION PERIOD</u>	<u>RETAINED BY:</u>
1. Financial Records	Permanent	Treasurer
2. Cancel Checks	Permanent	Treasurer
3. History of the section	Permanent	Historian
4. Monthly Bank Statements	3 Years	Treasurer
5. Monthly Board Meeting Minutes	3 Years	Secretary
6. Membership Listings	3 Years	Membership Chair
7. Scrap Book	Two Years	Historian
8. Miscellaneous Memos	One Year	Secretary

IV. Responsibility Assigned

The section Treasurer will forward all financial records to the Historian for record keeping. All members of the Leadership Committee will forward records covered by this policy to the Historian.

The section Audit committee will perform a yearly audit of records to insure compliance to this policy.

In the event that a position bearing responsibility for record retention is vacant, the chair is responsible for retention of records of the vacant position, followed by the Secretary in the event the Chair position is vacant.



V. Authority

Bill Anderson
Chair

April 4, 2005
Date

Rick Aubuchon
Secretary

April 4, 2005
Date

This is a recreation of the original, signed, statement on file with the section Secretary