NASDCTEc Board of Directors' Meeting
RECORD RETENTION POLICY
Approved Sunday, April 9, 2006

The Association creates a wide variety of records for both internal office use and external uses, such as Board, Committee, and task force meetings and communications with members. This policy identifies key records and describes the retention periods for hard copy and electronic forms of these records. This policy will help ensure that the Association maintains essential records for tax, audit and historical purposes, while providing for the systematic destruction of documents based on government recordkeeping requirements and business needs. Retention of records that are not otherwise necessary to conduct business is both expensive and inefficient, and could expose the Association to legal challenges based on outdated or irrelevant materials.

Generally, documents should be retained only so long as they are (1) necessary to the current conduct of the Association business; (2) required to be kept by statute or government regulation; (3) relevant to pending or foreseeable investigations or litigation. Generally, drafts of documents should be destroyed after the document is in final form.

Courts make no distinction between electronic (e.g., email) and paper documents when ordering the production of discovery. Therefore, this Policy applies to all documents and records, in whatever form, unless otherwise specified. Association records include documents or publications created by Association employees, members, officers, the board of directors, and third parties employed by the Association for the purpose of communicating with members or managing the affairs of the Association.

As a reminder, all records should be written with the expectation that they may be read by persons other than the intended recipient. Thus, all documents should be drafted in a courteous and professional manner. Although it may sound arcane, some sensitive communications should only occur orally.

This Policy also provides that confidential or privileged documents remain protected from disclosure. Confidential records should be distributed on a "need to know" or "as needed" basis. Documents with sensitive information should be secured and access or distribution limited. Communications containing legal advice should be marked "Confidential and Privileged" and clearly identify the authors or recipients as lawyers. Employees, officers or directors should not redistribute documents containing privileged attorney-client information without specific authorization from the attorney.

Documents should not be retained past the designated times set forth in this Policy. In addition, all paper and electronic files should undergo periodic review by staff, at least annually, to ensure compliance with the Policy.

Should the Association be engaged in litigation or receive a subpoena for documents, the Record Retention Policy may be suspended on advice of legal counsel. The destruction of any documents in such circumstances may be inappropriate.

Document Type	**Retention Period**
Organization Documents	
Advertisements (for employment)	1 year
Annual meeting minutes and agendas	Permanent
Articles of Incorporation and Amendments	Permanent
Audit reports	7 years
Accident reports/claims	
Active	Permanent
Settled	7 years after settled
Bank reconciliations	7 years
Bank statements	7 years
Budgets	7 years
Bylaws	Permanent
Cancelled checks	
Payroll	7 years
Routine payments	7 years
Important payments (taxes, property, etc.)	Permanent
Check register	7 years
Correspondence	
General, routine (if _____ is originator)	2 years
If forwarded to _____ for information	No longer than necessary or until disposition of related file
Important	Permanent
Depreciation Records	Permanent
Employment applications/resumes	
Active employees	Permanent
Not hired	3 years
Expense reports	7 years
Financial statements	10 years
Insurance policies and records	

Expired	10 years
Active	Permanent
Internal audit reports	6 years
Job descriptions	Until superseded
Ledgers	Permanent
Lists of members and committees	Permanent
Memoranda or staff notes	3 years
Mission statements	Permanent
Organizational charts	Permanent
Payroll records and summaries	10 years
Personnel files	
Active	Permanent
Terminated	7 years
Photographs	Permanent
Property records	Permanent
Retirement and pension records	Permanent
Tax returns and worksheets	Permanent
Timesheets/reports	7 years
Training manuals	Permanent
Vendor invoices	7 years
Vouchers (employees, board members and others for travel, entertainment)	7 years
W-2 Forms	Permanent
Workers' Compensation documents	10 years

Legal

Business permits	Permanent
Claims and litigation	Permanent
Contracts	Permanent
Contracts – drafts	Discard after final contract is signed
Correspondence – legal	Permanent

Leases – cancelled	10 years
Trademark registrations and copyrights	Permanent