

Twin Cities Chapter of ISCEBS Document Retention Policy

Statement of Intent:

The Twin Cities Chapter of ISCEBS was established in 1985. The organization's Charter, Constitution and Bylaws are silent as to requirements for the retention of Chapter records. The Board recognizes the need for an official policy to ensure proper administration of its duties, with special recognition of the need to protect the private information of Members. This document provides guidelines for the Board for the retention and destruction of official Board documents including financial records and records of official meetings.

Every effort will be made to retain records electronically. Documents will be scanned to PDF by the individual to whom responsibility is assigned and documents will be maintained on flash drives.

Documents of Officers and Directors:

The following documents will be stored via electronic media and updated semi-annually by the Secretary. The Secretary will be responsible for organization of the electronic media and retention of two copies (primary and back-up). Distribution and access to historical information will be managed by the Secretary.

Responsibility of:	Item	Retention
Secretary	Minutes of Annual Membership Meeting	Permanent
Secretary	Annual committee reports distributed at Annual Membership Meeting	Permanent, with annual minutes
Secretary	Minutes of monthly Board Meetings	Permanent
Secretary	Written committee reports for monthly meetings	Permanent, with monthly minutes
Secretary, President, & Board Members	Correspondence between ISCEBS (Brookfield) office and Chapter	3 years, retained by year with Secretary records
Treasurer	Annual Balance Sheet and Income Statement	Permanent, with annual minutes
Treasurer	IRS filings	Permanent
Treasurer	Supporting documentation for IRS filings	Seven years, then destroy
Treasurer	Monthly Bank Statements and reconciliations	Current plus previous three years
Treasurer	Transactional supporting documentation of revenue and expenses including checks, deposits, and their related detail	Current plus previous three years
Education Committee	Continuing Education credit documentation	Current plus previous three years

Documents of Committees:

The retention rules of the following committees shall be determined by each committee, taking into consideration current and future needs:

Membership
Education
Seminar
Public Relations

Records are to be retained in electronic form and retention of the records is the responsibility of each committee. Any documents that the committee believes must be retained permanently should be provided to the Secretary.

General Rules and Recommendations:

The following general rules and recommendations will guide the Board and committees in the retention of records:

1. The Secretary will organize documents by year. If a committee submits a document for permanent retention, the committee will determine the year under which the document will be retained.
2. Every effort will be made to protect the personal information of individuals.
3. The Treasurer will oversee the destruction of supporting documentation for IRS filings to ensure that only back-up to support filings subject to audit are retained.
4. The destruction of material must be completed in a manner to reasonably ensure the content cannot be restored.
5. A copy of this policy statement will be distributed to the Board and committees annually and will be an attachment to the Chapter's Operating Plan.
6. Electronic media used for Chapter documents will be password-protected. Passwords will be changed annually with the transfer of Secretary duties from the current to the newly elected Secretary.
7. The job duties of the Secretary will be modified to include tasks contained in this policy.
8. This policy will be reviewed periodically to determine if modifications are needed, including a review of the best electronic medium to be used.