Records and Retention Policy Template
<Insert Professional Growth Network Name>
<Month and Year Approved>

AUTHORITY

Article <insert bylaws article referring to the establishment of policies> of the Bylaws of the <insert name of network>.

PURPOSE

Establish a uniform rule across the network as to how long its records should be retained in order to ensure that its records are kept as long as legally and operationally required and that obsolete records are disposed of in a systematic and controlled manner.

DEFINITION

Record Any recorded information, in any format, that meets the following three requirements:
provides evidence of decision making, has content, context and structure and is authoritative and reliable.

ROLES AND RESPONSIBILITIES

All officers and committee chairs must ensure alignment with the policy.

Retention Schedule

|  |  |
| --- | --- |
| Document | Retention Schedule |
| Keep records of committee work (which includes agenda, minutes, notes, documentation, reports, and significant correspondence). The same retention applies to the work of project-based committees/ teams. | For the life of the committee plus 6 years |
| Constitution, bylaws and records of annual general meeting | Kept permanently |
| Signed copies of agreements | Kept permanently |
| President’s reports and correspondence | Kept for 10 years |
| Records that are just for information purposes  | Kept for 2 years |
| Financial records – year-end reports, financial statements | Kept for 7 years |
| Financial records – approved budgets | Kept permanently |

DISPOSAL PROCESS

1. The secretary shall keep a log for all records retained.
2. When a date for disposal is reached for a record, the president shall be notified via the disposition form.
3. The president shall report to the board of directors the documents that have reached their disposal date.
4. If the board deems any of the records as having an enduring value to the organization, the board may choose to keep the record permanently.
5. The president shall arrange disposal of any document deemed not permanent and has reached its retention schedule.
6. The disposition form shall be signed and retained permanently.

APPROVAL

This policy was approved by the <insert body/officer authorized to approve> on <insert date>.

RELATED POLICIES AND FORMS

* Records Disposition Form (link to form)
* <Bulleted list of the forms, administrative guidelines and any other documents related to the policy.>