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|  | POLICY & PROCEDURE | POLICY OR PROCEDURE NUMBER: 740 |
| | Subject: DOCUMENT RETENTION | EFFECTIVE DATE: 09/24/2014 |

I. ABSTRACT

Arizona Swimming (“AzSI”) will retain records in an orderly fashion for time period that comply with legal and governmental requirements.

- A. This policy applies to all departments which generate business documentation.

II. GENERAL STORAGE – CURRENT PAPER FILES

Paper files currently needed for the day to day operational activities will be stored in the AzSI Office.

- A. Employees and volunteers working in the AzSI office should be sensitive to the confidential nature of the material in the office files.
 - i. Office should be locked when not in use.

III. ARCHIVING AND STORAGE OF RECORDS

Files and records no longer needed for daily functions should be archived and stored in accordance with the below procedure.

- A. Archiving of paper records
 AzSI archives its historical business records in two manners.
 - i. All business documents to be archived are scanned and the scanned file is maintained on an office server.
 - 1. A copy of the scanned files is from time to time backed up and stored off-site.
 - ii. All business documents to be archived documents are boxed and sent to storage.
 - 1. Boxes are clearly labeled and marked with destruction date.
 - iii. Archived copies of payroll records and 1099s are archived in sealed envelopes and maintained at the offices of AzSI
- B. Archiving of electronic records
 AzSI archives its electronic records by copying the files from the server to an external hard drive.
 - i. The copies of the electronic files are maintained offsite.

III. RECORD RETENTION GUIDELINES

The following are the recommended holding periods to be utilized for the retention of various paper documents.

| Record Type | Archived Location | Length (in years) |
|---------------------------------------|--------------------------|------------------------------|
| <u>Accounting Records</u> | | |
| Accounts Payable and Receivable | Storage | 7 |
| Cash receipts and disbursements | Storage | 7 |
| General Ledgers, General Journals | Storage | 7 |
| Monthly financial statements | Storage | 7 |
| Year-end financial statements | Office | 7 |
| Registration / Membership information | Electronic Archive | 7 |
| Bank Statements & cancelled checks | Electronic Archive | 7 |
| <u>Corporate Records</u> | | |
| Minutes of Board meetings | Office | Forever |
| By Laws, articles of incorporation | Office | Forever |
| Trademarks | Office | Forever |
| Insurance policies | Office | Forever |
| <u>Employee Records</u> | | |
| Personnel files | Office | 10 |
| Payroll and payroll tax records | Office | 7 |

IV. DESTRUCTION OF RECORDS

Annually the office of the Executive Director shall review the files in the office and storage and any records falling outside the above retention schedule are to be destroyed.

V. RETENTION OF EMAIL AND INSTANT MESSAGES

Absent a litigation hold, see below, there is no regular schedule for destruction of or archiving of emails and/or instant messages sent or received by AzSI.

VI. LITIGATION HOLD

Legal counsel for AzSI has been instructed to inform the Executive Director when document destruction, including deletion of emails, should be halted.

- A. The Executive Director will in turn notify the appropriate staff, board members and other volunteers of the halt of record destruction.
- B. Violation of such litigation hold order can result in termination of employment of association with AzSI

Updates:

| <u>Date</u> | <u>by Whom</u> | <u>Basic Abstract</u> | <u>Sections</u> | <u>Control #</u> |
|-------------|----------------|------------------------|-----------------|------------------|
| 09/24/14 | BofD | codification of policy | All | 14-16 |