



Date Drafted: April 21, 2009

Date Proposed for Board Consideration: June 10, 2009

Accepted by the Board: June 10, 2009

Document Retention and Destruction Policy

This Document Retention and Destruction Policy of the National Association of County Recorders, Election Officials and Clerks (NACRC) identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the association's documents and records.

1. **Rules.** NACRC relies upon its association management company to abide by and comply with this document retention and destruction policy.

(a) Documents regardless of format (paper, electronic, microform) described in the terms for retention below will be transferred and maintained by the association management office or its equivalent;

(b) Volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) may destroy their copies of association records, provided that permanent and ten year documents described below have been forwarded to the association management company, or its equivalent;

(c) All other records, regardless of format, may be destroyed after three years; and

(d) **No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding, or private litigation.**

2. **Terms for retention.**

a. Retain permanently:

- *Governance records* - Charter and amendments, Bylaws and amendments, other organizational documents, budgets, financial summaries, governing board and board committee minutes.
- *Intellectual property records* - Copyright and trademark registrations and samples of protected works.

b. Retain for ten years:

- *Government relations records* - State and federal lobbying and political contribution reports and supporting records.
- *Tax records* - Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
- *Financial records* - Audited financial statements, attorney contingent liability letters, and similar documents.

c. Retain for three years:

(Retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement)

- *Lease, insurance, and contract/license records* - Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, consultant agreements, and all other agreements.
- *Correspondence files, publications, policies and procedures (until superseded), survey information.*

3. **Exceptions and Additions.** Exceptions and additions to these rules and terms for retention may be granted only by a vote of the association's Board of Directors.