

NIRSA Document Retention Policy

THE ASSOCIATION RECORDS OF NIRSA AND ITS SUBSIDIARIES, NIRSA Services Corporation and NIRSA Foundation (collectively, “NIRSA”), are important assets. Association records include essentially all records you produce as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an email, or a membership application, or something not as obvious, such as a computerized desk calendar, an appointment book, or an expense record.

The law requires NIRSA to maintain certain types of association records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and NIRSA to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place NIRSA in contempt of court, or seriously disadvantage NIRSA in litigation.

NIRSA expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or NIRSA informs you, that NIRSA records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the Executive Director, or NIRSA’s legal counsel, determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that the exception may apply, or have any questions regarding the possible applicability of that exception, please contact the Executive Director.

From time to time, NIRSA may establish revised retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as to preserve intellectual property and cost management. Several categories of documents that bear special consideration are identified in NIRSA’s Records Retention Schedule, a copy of which is available for your review. While minimum retention

periods are suggested in the Records Retention Schedule, the retention of the documents identified therein and of documents not included in the Records Retention Schedule should be determined primarily by application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

Failure to comply with this Document Retention Policy may result in punitive action against the employee, including suspension or termination. Questions about this policy should be referred to the Executive Director, who is in charge of administering, enforcing and updating this policy.

Record Retention Schedule

I. General Statement

- A. The purpose of this Records Retention Schedule is to allow NIRSA to identify, retain, store, and dispose of NIRSA's records in an appropriate, legally sound and orderly manner.
- B. Except as otherwise indicated in NIRSA's Document Retention Policy or elsewhere, documents shall be retained for the number of years indicated in Part II.
- C. NIRSA is to maintain complete, accurate, and high-quality records in local, damage-proof storage for the duration of the time period provided for in this policy. Once any such time period is complete, the records are to be destroyed.
- D. The Executive Director shall be responsible for authorizing, overseeing, and ensuring that records are destroyed pursuant to this Records Retention Schedule.

II. Record Retention Guidelines

A. General corporate records

1. Articles of incorporation and amendments thereto **Permanently**
2. Bylaws **Permanently**
3. Meeting minutes **Permanently**
4. Patents, trademark registrations, copyright registrations **Permanently**
5. Property records (including leases, deeds, easements, rights of way, appraisals, costs, depreciation reserves, blueprints, plans, end-of-year trial balances, tax records) **Permanently**
6. Membership ballots **Permanently**
7. Membership applications **2 years following the applicable vote**
8. Correspondence relating to member discipline matters **Membership term, plus 5 years**
9. Contracts (not otherwise specified herein) **6 years**

B. Accounting, finance, and tax records

1. Income tax returns and filings **7 years**
2. Audit reports of accountants **Permanently**
3. Cash books **7 years**
4. Charts of accounts **7 years**
5. Federal and state tax bills and statements **3 years**
6. Schedules, ledgers, and other supporting documentation for financial statements and tax forms **7 years**
7. Bank reconciliations **3 years**
8. Checking records, including account statements, check register, and canceled checks (see exception below) **3 years**
9. Canceled checks (important purchases) **Permanently**
10. Social security tax records **3 years**
11. Accounts payable and receivable **7 years**
12. End-of-year financial statements **Permanently**
13. Budget data **3 years**
14. Banking records, including deposit and withdrawal records, bank statements **3 years**
15. Expense accounts, approvals, petty cash records, sales commission records **3 years**
16. Invoices to members, customers, and vendors **7 years**
17. Warranty claims/claims of damage **7 years**

C. Personnel records and payroll documents

1. Authorizations for employment, changes in wage/salary rates, leaves of absence, terminations, etc. **7 years**
2. Employment contracts **Employment term, plus 3 years**
3. Employment earnings and payroll records (including withholding) **7 years**
4. Non-employee applications **3 years**
5. Commissions/bonuses, incentives, awards, etc. (general) **3 years**
6. Job evaluations **Employment term, plus 3 years**
7. Employee insurance records **Employment term, plus 3 years**
8. EEO-related documents **3 years from date of record or date of action, whichever is longer**
9. Employees' personnel records, including application forms, individual attendance records, medical history, performance evaluations, termination papers, exit interview records, withholding information, garnishments, test results (individual), etc. **Employment term, plus 3 years**
10. Records of accommodation to any disabled employee requesting such accommodation **Employment term, plus 3 years**
11. Records of leave granted any employee under the federal or Oregon Family And Medical Leave Act **Employment term, plus 3 years**
12. Records of any sexual harassment complaints and the investigations and actions taken in response **Employment term, plus 3 years**
13. Records showing employment eligibility under the Immigration Reform And Control Act (I-9) **3 years from date of hire, or 1 year after date of termination, whichever is longer**
14. Unclaimed wages **10 years after report is sent**
15. Records pertaining to employment of minors . **Employment term, plus 3 years**
16. Health- and safety-related records **7 years**

D. Insurance

1. Insurance records **Permanently**
2. Accident reports **7 years**
3. Appraisals **7 years**
4. Worker compensation claims **7 years**
5. Unemployment insurance **7 years**

E. Letters and correspondence, general guidelines

1. Letters to be kept for 1-12 months, then destroyed
 - a. Unimportant letters, form letters, and notes that require no acknowledgment or follow-up.
 - b. Copies of internal NIRSA correspondence if a copy of the letter is maintained in the file.
 - c. Letters of general inquiry and replies which complete a cycle of correspondence and have no value after possible reference from the correspondent within a reasonable period of time.
 - d. Letters requesting specific action such as name or address change, complaints which have no further value after changes are made or action taken.
 - e. Similar letters of various types which might be referred to shortly after they are received or written but which soon cease to have value unless further immediate correspondence ensues.
2. Letters to be kept 1-3 years
 - a. Letters relating to the establishment of credit/credit turn downs.
 - b. Letters applying for employment with NIRSA.
 - c. Memoranda and reports about expense accounts which have limited value after the voucher is approved.
 - d. Collection letters that have limited value after the account is paid.
 - e. Letters to which members or others may make reference for more than a year.
 - f. Electronic mail ("email") and any files attached thereto, provided that the subject matter of such email and/or attached files are not covered by some other provision of this policy; otherwise email is to be kept only for 90 days.
3. Letters to be kept for the life of the principal document that they support
 - a. Letters that constitute all or part of a contract or that are important in the clarification of certain points in a contract.
 - b. Letters denying liability of NIRSA and other letters which NIRSA might need to produce in court to disprove liability or to enforce its rights.