

RECORD RETENTION & DESTRUCTION POLICY

- To provide guidance for the retention and destruction of Missouri Emergency Nurses Association documents.
- To ensure documents are cared for within legal parameters.

Approved: 11/2011

The Missouri Emergency Nurses Association recognizes the importance of maintaining documents to preserve the history of the organization as well as any action taken. This policy is to provide guidance with oversight from the archive and compliance committees.

Permanent Records

- A. The State Council will maintain the following records permanently. The responsible party is indicated next to each item.
1. Tax returns—Treasurer
 2. Annual reports—President
 3. Audit reports –Treasurer
 4. Bylaws –Compliance Committee
 5. Articles of Incorporation –with Attorney/Compliance
 6. Meeting minutes –Secretary
 7. Property and equipment records –Treasurer
 8. Trademark registrations and copyrights –Compliance Committee
 9. Printer's proofs of all publications –Communication Committee
 10. Legal documents –Compliance Committee
 11. Tax-exempt status filings and any other documents that pertain to the establishment and permanent operation of the Association—Treasurer/CPA

Records Retained for Seven Years

- A. The State Council will retain certain accounting records for seven years in order to meet statutory, tax, grant and audit requirements. The state council treasurer will be responsible for these items. These include:
1. Primary accounting records such as bank statements, check registers, cancelled checks and supporting documentation
 2. • Cash receipts records
 3. • Brokerage and/or investment account statements
 4. • Completed grant program documents and contracts
 5. • Expired contracts
 6. • Form 1099 records

Computerized Documents

- A. All electronic forms of data must have an off-site back up made quarterly at a minimum. This is to ensure the integrity of our data should a loss occur. The method of back-up shall be determined by the archive committee.

Destruction of Documents

- A. All records to be shredded / destroyed are to be done by the compliance committee. This includes electronic erasure.
- B. The Compliance Committee will maintain a destroyed records log which will include:
 - 1. What data was destroyed
 - 2. When the data was destroyed
 - 3. By what method the data was destroyed