



MENA Records Retention and Destruction Policy

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Revision Date: 1/2013

I. STANDARD PROCEDURE: MENA Records Retention and Destruction Policy

II. PURPOSE:

- A. To describe the procedure for archiving official and historical documents of the Michigan Emergency Nurses Association

III. Policy:

- A. The Michigan State Council will maintain certain records permanently:
 - 1. Tax returns
 - 2. Annual Reports
 - 3. Bylaws
 - 4. Articles of Incorporation
 - 5. Meeting Minutes
 - 6. Property and equipment records
 - 7. Trademark registrations and copyrights
 - 8. All publications
 - 9. Legal documents
 - 10. Tax-exempt status filings and any other documents that pertain to the establishment and permanent operation of the Association
- B. The Michigan State Council will retain certain accounting records for seven years in order to meet statutory, tax, grant and audit requirements:
 - 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. Expired contracts
 - 5. Form 1099 records

III. Records that will not be retained include:

- 1. Meeting agendas
- 2. Announcement flyers of any type
- 3. Rosters, databases or other documents containing confidential information

IV. Records that are kept electronically will have a minimum of three back-up copies for each fiscal year:

- 1. Current and one previous year records will be kept in the Michigan ENA Dropbox account. The Secretary or designated person will transfer these records permanently to the MENA External Drive after two years have passed.
- 2. One copy will be kept with the Treasurer and Secretary.
- 3. One copy will be submitted to the current accounting firm for tax purposes.

V. Starting with records from 2011 all Directors are required to turn over all receipts, vouchers and proof of activity within their Chapters to the State Council Treasurer in January of the following year. Destruction of such receipts, vouchers or proof of activity will be the responsibility of the State Council Treasurer.

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VI. Destruction of Records:

1. Past records of Chapter and Council activity may be destroyed once adequate electronic storage of the data is complete.
2. Any records the board has determined to be destroyed shall be shredded or if electronically stored, they shall be erased.
3. Scanned copies in a format that will be readable to anyone in the future is mandatory. (PDF)
4. Records should never be destroyed if this organization has knowledge of a pending government investigation or litigation.
5. A Destroyed Records Log will be created at this time to record the data destroyed, when and by what method.

VII. Signature: _____ Date: _____

State Council President