

Rocky Mountain Water Environment Association

Guidance Document on Records Management

Introduction

The RMWEA shall provide for the retention of records for the time periods specified in this guidance document. The RMWEA shall also dispose of those records after those time periods have elapsed, keeping in mind that there are some records, which will be retained on a permanent basis.

Definition

A record shall refer to all recorded information, regardless of form or media. Included are forms, reports, directives, correspondence, legal papers, specifications, historical information, or other documentation, regardless of whether recorded on paper, microfilm, tapes, disks, or other media.

RMWEA Ownership of Records

All records as defined above are hereby declared to be the property of the RMWEA. No employee or member of the Association, by virtue of his/her position, shall have any personal or property rights to such records, even though he or she may have developed them. The unauthorized destruction, removal from files or use of such records is prohibited. However, any member may request to have access to view the minutes of meetings.

Nothing in this guidance document shall be construed or interpreted as requiring any particular record created or maintained under this document to be disclosed or inspected by members of the RMWEA, or under other applicable laws. Each request for inspection of a record shall be reviewed on a case-by-case basis in accordance with the requirements and exemptions set forth in all applicable laws and regulations.

Procedure

The RMWEA Executive Committee shall decide who shall be responsible for the tasks of archiving and destroying files. Any contract addendum for the Association's management firm, "TEAMS", to assume responsibility for these tasks shall be prepared as a part of TEAMS annual contract for the RMWEA.

The responsible party shall identify the appropriate dates of destruction for documents and records as specified in this document. The RMWEA Secretary and Treasurer shall annually discuss the matter of record retention and ensure that the necessary documents and records are forwarded to TEAMS for archiving, that all appropriate files are destroyed, and that an appropriate record of destruction is maintained.

The Secretary shall ensure that agendas are filed with the final and approved meeting minutes to which they pertain. The Secretary shall retain the original minutes and agendas in a hard copy (notebook) labeled with the year.

The new incoming Secretary shall keep the previous year's minutes as a point of reference. These records are then to be stored in the Association's official storage area. When the meeting minutes come for storage, they are to be accompanied by an electronic form of storage as well, such as floppy, CD or other media.

This guidance document shall remain in effect for a period of three years, after which it will be reviewed by the Executive Committee to determine whether revisions are appropriate.

Storage of Records

Association records are currently being archived at the Association's business mailing address:
c/o Total Events and Management Services, Inc., 2170 S. Parker Rd #290, Denver, CO 80231

RECORD RETENTION SCHEDULE

Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Agendas for board meetings	Permanent
Annual Conference reports	Permanent
Articles of Incorporation	Permanent
Audit Reports	Permanent
Bank reconciliations	3 years
Bylaws	Permanent
Cash Books	Permanent
Checks (cancelled)	7 years
Contracts (expired)	7 years
Contracts still in effect	Duration plus 7 years
Correspondence (general) with members; exhibitors and vendors	2 years
Correspondence (legal)	Permanent
Destruction, Records of	Permanent
Dues and registration fees	7 years
Duplicate deposit slips	1 year
Employee personnel records	7 years (after termination)
Employment applications	3 years
Financial statements (end of the year)	Permanent
Financial statements (monthly)	1 year
General and office account ledgers	Permanent
Historical information	Permanent
Insurance Policies	3 years after expiration
Internal audit reports	3 years
Internal reports (miscellaneous)	3 years
Invoices to customers	7 years
Invoices from vendors	7 years
Journals	Permanent
Minutes from board meetings	Permanent
Payroll records and summaries	7 years
Purchase orders	3 years
Receiving sheets	1 year
Reorganization records	Permanent
Requisitions	1 year
Sales records	7 years
Tape recordings of board meetings (if applicable)	Destroy immediately upon approval of written minutes
Tax returns and worksheets; and other documents pertaining to the determination of income tax liability, including tax exemption letter	Permanent
Time sheets	7 years
Travel & expense forms	7 years

Date of Executive Committee Approval: January 31, 2003

Authorized Signature: *Thomas E. Daigneau*

RMWEA President

