

Document Retention and Schedule Policy

Version	Date Adopted/Revised	File Name
1.0	December 12, 2012	Document Retention Policy 1.0
1.1	October 24 th , 2015	Document Retention & Schedule Policy 1.1
1.2	February 13, 2023	Document Retention & Schedule Policy 1.2 (2023)

Purpose: This Record Retention & Schedule policy of Portland Aquatic Club sets forth the record retention responsibilities of the staff, members of the Board, committee members, volunteers, and others for the maintenance and destruction of the organization’s records. It has been adapted from Nonprofit Governance and Management 3rd Ed. Sample policy.

Record Retention & Destruction:

It is the policy of Portland Aquatic Club to maintain complete and accurate records. PAC’s staff, director, and volunteers shall transfer records to the club for storage. Records shall be maintained in accordance with the schedule below. No staff, director, or volunteer shall knowingly destroy a record (regardless of form) with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to any such matter.

Electronic Storage:

- Paper records may be converted to electronic form for ease of access and storage.
- Electronic records will be saved in a centralized repository owned by the organization with role-based access controls.

Retention Schedule

Portland Aquatic Club will retain documents according to the following guidelines *from the Oregon Nonprofit Corporation Handbook*.

Permanently

- Articles of Incorporation and Amendments, and Bylaws
- IRS exemption documents
- Resolutions of the Board
- Minutes of Board, committee, and membership meetings
- Other records of Board, committee, and membership actions
- Financial statements and general ledgers

At least ten years

- All documentation showing proper handling of conflicts of interest
- All documentation showing proper handling of suspicious circumstances
- Insurance information
- All documentation on any matter that may become a subject of a lawsuit or claim (including contracts, leases, employee terminations, etc.)
- Member files

At least seven years

- Canceled checks and other bank records

At least three years

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- Written communications required to be made by Oregon law

At least one year

- Written communication with members regarding membership matters

Other periods

- For books and records not mentioned above, Portland Aquatic Club shall balance possible future need against the expense and practical challenges of maintaining records and will err on the side of keeping rather than throwing something away.