

NEBCA Document Retention and Destruction Policy

Effective 6/5/23

Purpose

The Document Retention and Destruction Policy ("Policy") establishes the proper treatment of all official documents and corporate records. The Policy does the following:

- Assigns responsibility for records oversight to the Board of Directors;
- Defines the value of each record – legality (L), historical (H) or administrative (A);
- Defines document record accessibility – is access public (P), members only (M) or restricted (R);
- Defines the minimum duration that records must be kept;
- Defines the method(s) of storage for each record;
- Ensures that the corporation follows the applicable sections of the Sarbanes-Oxley Act (SOX).

Oversight

Compliance with NEBCA's Policy is the responsibility of the Board of Directors who are also responsible for updating this policy to keep it consistent with best practices and legal requirements.

Retention Period

The following table lists all the records and documents covered by this policy. The table gives the minimum duration that each record must be kept. The Directors are responsible for updating the retention period as deemed appropriate.

Storage Method

Documents and records may be stored on paper or digitally. In either case, some method of backup should be employed. Either storage method must be done securely so that only Officers and Directors, or an agent appointed by them, can add to, delete or modify records. The table includes a column for the storage method for each document and record. The Directors may update the storage method as appropriate.

Destruction of Records

Documents and records should not be kept past the length of retention and should be destroyed. The Directors should ensure that unnecessary records and documents should not be kept if they are no longer necessary to the operation of NEBCA or required by law.

NEBCA Document Retention and Destruction Guidelines

Type of Record	Length of Retention	Digital or Paper
Corporate/Foundational	Permanent	Both preferred
- Articles of Organization (L,M)	"	"
- Bylaws (L,P)	"	"
- Bylaws Revision History (L,M)		
- Current Year AGM Minutes (L,M)	"	"
- Prior Years AGM Minutes (L,M)		
- Organizational Documents (L, M)	"	"
- Report to Sec. of State (L,R)	"	"
- Application for IRS Tax Exempt Status (L, M)	"	"
- IRS Determination Letter (L,M)	"	"
- Insurance Policies (even If no longer in force) (L, R)	3 years from expiration	Paper
- NEBCA Conflict of Interest Policy (A,M)	Permanent	Digital
Tax		
- Federal & State Filings	7 years after filing	Both preferred
Financial Records		
- Internal Audit Reports (L, M)	3 years	Digital
- Accounts Payable ledgers and schedules (L, R)	7 years	Digital
- Annual Financial Statements (L, M)	Permanent	Both preferred
- Bank Statements and reconciliations (L, R)	3 years	Both Preferred
- Check Registers (L, R)	7 years	Digital
- Proposed Budget (A, M)	2 Years	Digital
- Documents relating to revenue/expense (L, R)	7 years	Digital
- Accounting Procedures (A, M)	Permanent	Digital
- Accounting Procedures (A, M)	Permanent	Digital

Operational Records		
- Events Calendar (A, M)	Perpetual	Digital
- NEBCA Newsletters (L, A, M) -Current year -Prior Years	Permanent	Digital
- NEBCA High Points Champion and Fall Foliage Champion (H, P)	Permanent	Digital
- NEBCA History (H,P)	Permanent	Digital
- Breeding Policy (A,P)	Permanent	Digital
- Humane Rules (A,P)	Permanent	Digital
- High Points Rules (A,P)	Permanent	Digital
- Novice Guidelines (A,P)	Permanent	Digital
- Director Information (A,R)	Five Years	Digital
- Membership Information (A,R)	Three Years	Digital
- Policies, Process, and Position Guides (A,M)	Permanent	Digital
- Doing the NEBCA Newsletter (A,M)	Permanent	Digital