

## **RECORDS MANAGEMENT**

### **PURPOSE**

These policies and procedures assure that club records are maintained in a consistent and organized way that meets legal requirements, fulfills the reference needs of members and directors, and maintains the organization's history.

### **POLICIES**

1. Club records will be retained for the periods specified in the table "Records Retention."
2. Items should be placed in the official files within 2 weeks of creation or receipt. However, the Secretary and Treasurer may retain items for the times shown in the column "Working Time" in order to perform their work. After that time, the original item should be placed in the official files. Copies may be kept by the Secretary or Treasurer.
3. The Secretary will be responsible for maintaining records in the upstairs office at the Glide Community Center in the file cabinet(s) designated for that purpose.<sup>1</sup> Responsibility for placing items in the files or giving them to the Secretary to place in the files is shown in the column "Responsibility."
4. Records will be secured against unauthorized access.
5. Records may be retained in written form or in an electronic form based on currently available software convertible by the Secretary or Treasurer to written form within a reasonable time.<sup>2</sup>
6. Items will be organized by type of record and, where applicable, by year.
7. Club records will be reviewed annually, and items older than the retention times will be removed from the files and shredded.
8. Any member or member's agent will be allowed to inspect and copy the club records listed in ORS 65.771(5) and, if the member meets the requirements listed in the regulation, ORS 65.774(2). The member should make a request at least 5 business days in advance. The Secretary or Treasurer will meet with the member at a time and place specified by that officer. Copies will be made at the expense of the member. ¶<sup>3</sup>

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<sup>1</sup> Bylaws, Article 5, Section 5: Secretary, sentence 1.

<sup>2</sup> ORS 65.771 (4).

<sup>3</sup> ORS 65.774

**RECORDS RETENTION**

ITEM	RETENTION TIME				WORKING TIME	RESPONSIBILITY
	FOREVER	5 YEARS <sup>1</sup>	CURRENT	OTHER		
<b>1. ORGANIZATIONAL RECORDS</b>						
a. Bylaws (current & historical) <sup>2</sup>	✓					Secretary
b. Articles of Incorporation and amendments <sup>2</sup>	✓					Secretary
c. 501(c)(3) application and determination letter <sup>3</sup>	✓					Secretary
d. Policies and Procedures (current and historical)	✓					Secretary
e. Sponsorship commitments (e.g., Scout troops)	✓					Secretary
<b>2. MEMBERSHIP, MEETING &amp; ACTIVITY RECORDS</b>						
a. Meeting minutes: board and membership <sup>4</sup>	✓					Secretary
b. Election ballots, tally sheets, sign-in sheets, and other election process paperwork		✓				Secretary
c. List of names and home or business addresses of directors and officers <sup>1</sup>		✓				Secretary
d. Membership list as of the end of the membership year	✓					Secretary
e. Membership forms for each household			✓			Secretary
f. Official written communications to members about annual meetings, special meetings, elections, or general membership matters <sup>2</sup>				3 years		Secretary
g. Official correspondence, e.g. letters of resignation or censure	✓					Secretary
h. Contracts and long-term rental agreements				Life of contract + 3 years		Secretary
i. Annual report to Secretary of State (CT-12) <sup>1</sup>		✓				Secretary
j. Historical photos, documents, and news articles	✓					Secretary

**RECORDS RETENTION**

ITEM	RETENTION TIME				WORKING TIME	RESPONSIBILITY
	FOREVER	5 YEARS <sup>1</sup>	CURRENT	OTHER		
<b>3. ACCOUNTING &amp; FINANCIAL RECORDS</b>						
a. Treasurer’s reports		✓				Treasurer
b. Bank statements		✓			3 months	Treasurer
c. Receipt books		✓			until book is filled	Treasurer
d. Rental agreements and payment documentation		✓				Rental Manager
e. Grant applications, result of application, and final report of grants received	✓					Chair of Grant Committee
f. Bills and invoices		✓			until paid	Treasurer
g. Request for Reimbursement forms		✓			1 month	Treasurer
h. Employment compensation and tax records <sup>3</sup>				4 years		Treasurer
i. IRS 990 submissions, supporting data, and any related correspondence <sup>1</sup>		✓				Treasurer
j. Audit reports		✓				Chair of Audit Committee
<b>4. ASSETS RECORDS</b>						
a. Deeds, surveys, easements, conveyances, and other documents related to real property	✓					Secretary
b. Records of major repairs or improvements to building and other physical property	✓					Secretary
c. Receipts and warranties for furnishings and equipment				Life of asset		Treasurer: receipts Secretary: warranties
d. Insurance policies			✓			Secretary
e. Official inspection records (e.g. fire marshal)				Current + 1 previous		Secretary

**RECORDS RETENTION**

ITEM	RETENTION TIME				WORKING TIME	RESPONSIBILITY
	FOREVER	5 YEARS <sup>1</sup>	CURRENT	OTHER		
<b>5. GAMING RECORDS</b>						
a. Bingo Session Summaries <sup>5</sup>				3 years		Chair of Bingo Committee
b. Annual Bingo Report <sup>5</sup>				3 years		Chair of Bingo Committee
c. Gaming license & application			✓			Chair of Bingo Committee

<sup>1</sup> Records related to the annual report (CT-12) and tax returns (Form 990) should be kept 5 years past the date the CT-12 is due or filed, whichever is later. Form CT-12 Instructions, “Record Keeping.”

<sup>2</sup> ORS 65.771 (5)

<sup>3</sup> IRS Publication 4221-PC, *Compliance Guide for 501(c)(3) Public Charities*

<sup>4</sup> ORS 65.771 (1)

<sup>5</sup> Oregon Department of Justice gaming regulations: OAR 137-025-0140; correspondence from Gaming Registrar 6/20/2012