

Santa Cruz Archers Record Retention and Destruction Policy

1) Policy

This Policy represents the Santa Cruz Archery Club's (a.k.a. Santa Cruz Archers) policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

2) Purpose

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding club members in understanding their obligations with respect to retaining documents.

3) Administration

The included Record Retention Schedule is approved as the initial maintenance, retention and disposal schedule for physical records of the club and the retention and disposal of electronic documents. The club President is in charge of the administration and implementation of this Policy. The President is also authorized to: a) make modifications to the Record Retention Schedule, from time to time, to ensure that it is in compliance with local, state and federal laws affecting record retention and includes the appropriate document and record categories for Santa Cruz Archery Club. The President, at his discretion, may delegate a club member to execute this policy.

4) Suspension of Record Disposal in the Event of Litigation or Claims

In the event the club is served with any subpoena or request for documents or any member becomes aware of a governmental investigation or audit concerning the club or the commencement of any litigation against or concerning the club, such member shall inform the President and any further disposal of documents shall be suspended until such time as the President, determines otherwise. The President shall take such steps as is necessary to promptly inform all officers of any suspension in the further disposal of documents.

5) Applicability

This Policy applies to all physical records generated in the course of club operation, including both original documents and reproductions. It also applies to the electronic documents described below.

6) Initial Record Retention Schedule

- a) Insurance "Waiver and Hold Harmless" agreements: 5 years from date signed;
- b) Membership and renewal applications: 5 membership years
(e.g. an application from August of 03 should be destroyed in January of 09).
- c) Shoot Score Cards: 1 calendar year
(e.b. a card from August 03 should be destroyed or recycled in January 05)
- d) Shoot records (summary sheets): 3 calendar years
- e) Electronic records: Electronic records (emails, word processor files, spreadsheet files and etc.) are incidental to the operation of the club and should be considered immediately disposable.