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CCMRA Document Retention and Destruction Policy.

CCMRA Standing Rule 01

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Ronnie White
CHRISTIAN COUNAT MRA

CCMRA Document Retention and Destruction Policy

PURPOSE: Certain federal laws prohibit the destruction of certain documents. Not-for-profit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be following Missouri Statute.

1. This Document Retention and Destruction Policy identifies the record retention responsibilities of the board of directors, members, volunteers, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.
2. The organization's board of directors, committee members, members, volunteers, and outsiders (independent contractors via agreements with them) are required to honor the following rules:
 - a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the secretary and treasurer based on the organization's by-laws.
 - b. All other paper documents will be destroyed after three years.
 - c. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year.
 - d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
 - e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).
3. Record Retention. The following shows the minimum requirements as outlined in Missouri Statute 355.821 and is provided as guidance to customize the CCMRA document retention policy.
 - a. Nonprofits shall keep as permanent records minutes of all meetings of its members and board of directors, a record of all actions taken by the members or directors without a meeting, and a record of all actions taken by committees of the board of directors.
 - b. A nonprofit shall keep proper accounting records.
 - c. A nonprofit or its agent shall maintain a record of its members in a form that permits

preparation of a list of the names and addresses of all members, in alphabetical order by class showing the number of votes each member is entitled to vote.

- d. A nonprofit shall keep its records in written form or in another form capable of conversion into written form within a reasonable time.
- e. A nonprofit shall keep a copy of the following records at its principal office:
- f. If incorporated, Its articles or restated articles of incorporation and all amendments to them currently in effect.
- g. Its bylaws or restated bylaws and all amendments to them currently in effect.
- h. Resolutions adopted by its board of directors relating to the characteristics, qualifications, rights, limitations and obligations of members or any class or category of members.
- i. The minutes of all meetings of members and records of all actions approved by the members for the past three years.
- j. All written communications to all members or any specific class of members generally within the past three years, including the financial statements furnished for the past three years under section 355.846.
- k. List of the names and business or home addresses of its current directors and officers.
- l. If Incorporated, Its most recent corporate registration report delivered to the secretary of state under section 355.856.
- m. Appropriate financial statements of all income and expenses. Public benefit corporations shall not be needed, under this chapter, to disclose any information with respect to donors, gifts, contributions or the purchase or sale of art objects. Document Destruction:
 - 1. Document Destruction. The Corporation's staff, trustees, volunteers, committee members and outsiders (independent contractors via agreement with the Corporation) are required to honor the following rules:
 - a. Paper or electronic documents indicated under the terms for retention in Section 3. are retained for the minimum required period as provided by law. All paper and electronic documents are stored in a manner and location in which they are reasonably secure. The Corporation backups and archives all electronic documents and conducts a regular review of back up and archiving procedures and systems. The Corporation conducts regular checkups for reliability of back up and archiving systems.

- b. All other paper documents may be destroyed after three years.
 - c. All other electronic documents may be deleted from all individual computers, databases, networks, and back-up storage after one year.
 - d. No paper or electronic documents will be destroyed or deleted if an official investigation or private litigation against the Corporation is underway or expected.
 - e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).
4. Annual Review: To ensure the Corporation operates in a manner consistent with this Policy, annual review of the record retention requirements and procedures are conducted. Annual review is conducted by the Corporation's Secretary, who reports to the Board of Directors to confirm compliance or noncompliance with record retention requirements and whether procedures should be updated or amended.

Initial policy adopted mm/dd/yyyy.

Signature of Board President:

Revision History by the CCMRA Board

Revised and approved: mm/dd/yyyy.