

TMN El Camino Real Chapter Retention Policies and Practices

This document is created and maintained with at least annual board reviews, and in accordance with the “TMN Chapters Records Retention Policy” document provided by the state program office.

The chapter maintains two electronic web-based services for maintaining our electronic records and copies of documents, files, photos, videos for historical purposes. The major one is our website txmn.org/elcamino and the second is our chapter’s official public contact Google account under the name ElCaminoRealMasterNaturalist@gmail.com, and it’s associated Drive and Photos folders.

The chapter website primarily uses its Library tab of content for chapter documents, minutes, and many other files of interest. For historic and educational purposes, we also maintain a significant amount of presentations, files and website references throughout the website as appropriate. For less public documents we use our Members Only (password protected) page for such things as regular financial reports and our membership directory list (address, email and phone numbers), etc.

The Google account is the published email on our website for contacting the chapter, managed by the Communications Director. The Google Drive and Google Photos services associated with that account contain a huge library of photos, videos and other files of chapter historic and private or public interest. Many of these folders, files and photos are directly linked from many of our web site pages for public reference, and not directly loaded into the Web site’s internal media library (it has some size restrictions). A Financial folder will be shared with the Treasurer for update and archival purposes.

Chapter Data Record Retention Practices

	File or Document Description	Storage Location	Retention	Access
1.	<i>Organization and Legal Documents</i>			
1.a	Bylaws, Chapter Management and Operations Protocols, and Chapter Operating Handbook, this document (Data Retention) - current approved version and any versions in process of edit/update/review.	Website-Library	Latest versions until replaced	Public
1.b	Past outdated versions of the above documents	Only as maintained by Website’s Media Library when no longer linked in a page.	Permanent until deleted. Old versions via website media library (Not actively managed)	Web admin login
2.	<i>IRS records – 501c related</i>			

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	File or Document Description	Storage Location	Retention	Access
2.a	Initial application form 1023 and supporting documents	?		
2.b	IRS determination letter, correspondence	?		
2.c	Annual IRS returns form 990, 990EZ and attachments	?		
2.d	EIN number and correspondence	?		
3.	<i>Legal Agreements</i>			
3.1	Office leases, contracts – None as yet.			
3.2	Partnership Agreements with entities outside the TMN program – El Camino Real de los Tejas, Clint Walker Honey Farm, Collier and Peggy Perry, Dale Kruse SM Tracy Herbarium	On Website Library page until discontinued, then via Web Media Library when no longer linked in a page.	Permanent until deleted. Old versions via website media library (Not actively managed)	Public
4	<i>Board and Chapter Records</i>			
4.a	Lists of Board Members, Officers and Committee chairs – current	In text on website Organization Page	Until updated	Public
4.b	Past lists of the above (? change to a document format for retention purposes)	None	None	None
4.c	Minutes of Chapter, Board and Committee meetings	Website Library page	All kept online permanent for historical purposes	Public
4.d	Annual Reports to State Office (may be discontinued / modified with VMS?)	Website Members only page.	All kept online permanent for historical purposes.	Password protected.
5	<i>Financial Records</i>			
5.a	Annual Budget – don't do these currently			
5.b	Investments – don't have any currently			

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5.c	Audit reviews, by year	Captured in Board minutes of audit review, posted on Website Library	All kept online permanent for historical purposes	Public
5.d	Insurance policies – don't have any currently			
5.e	Financial tracking Excel spreadsheet, plus all paper statements, invoices etc scanned into a single, indexed PDF document.	Chapter Google Drive account	Permanent, latest and past versions accumulated by year.	Treasurer. And Communications Director
5.e	Monthly financial treasurer reports	Website Members Only page	All kept online permanent for historical purposes.	Password protected web page.
6	<i>Fundraising Records</i>			
6.a	Individual Donor records, part of annual report	Website Members only page.	All kept online permanent for historical purposes.	Password protected web page.
6.b	Grant applications and reports – none yet			
6.c	Marketing flyers, documents – no fundraising ones currently, others on Website.			