

TMN CHAPTERS RECORDS RETENTION POLICY

It is incumbent upon Chartered TMN Chapters, in order to fulfill their missions, to maintain complete and authentic records. Records are to be retained in a secure manner and be made accessible as required. The TMN Chapters Records Retention Policy was developed to ensure full legal compliance, confidentiality of donors, accuracy and efficiency, and is to be a guide for Chapters to use as they develop their local policy based on their local needs and board strategies.

I. DOCUMENT STORAGE AND RETENTION

Principles: All essential information files are organized and stored for completeness, ease of use, by secure and compact storage.

Files will be retained per the schedule outlined in the “Organizational Records/Files List” that is part of this document and shown in the tables which follow.

1. **Paper Storage:**

TMN Chapters will retain any original documents necessary for day-to-day operations, in “working/field files” by any current Secretary, Treasurer, Communications Director, Historian, Archivist, or other such designated position.

2. **Digital Records:**

Digital files should be in searchable digital format, if possible. Digital files will be stored in a digital format (CD, DVS, Flash Drive or other digital technology and correctly identified) that will be kept in a Chapter designated, secure location (attorney’s office or safety deposit box). This location will be spelled out in the Chapter COH. Digital archives should be created/updated periodically, on an annual basis or more frequently as needed. Files and folders should correspond to the filing structure of the original documents, to the extent possible, be dated and be consistent with the organization of the paper files.

1. **Emails Communications;**

Emails that include pertinent information about projects, fundraising, or organizational matters, shall be printed and maintained in the appropriate files in hard copy; or scanned into the digital format. Digital copies shall be maintained as per the document retention periods shown below in the Organizational Records/ File List. Voicemails will not be considered records.

II. DOCUMENT DESTRUCTION:

After the prescribed retention period has expired, business documents may be destroyed by shredding or burning, but only after the explicit written approval of the Executive Committee, and that ‘approval’ must become a part of the permanent records.

III. REVIEW OF THIS POLICY:

The Board, or a sub-committee and the Executive Director shall review the TMN Records Retention Policy every five years to ensure compliance and validity. Updates, as necessary, to the Data Retention Policy shall rest with the State Coordinator.

IV. DOCUMENTS COVERED IN THE ESSENTIAL RECORDS POLICY

1. **Organizational/Administrative/Legal Records:** These include all Bylaws and Chapter Operating Handbook (COH) documents, IRS designation documents, personnel records (membership rolls, Criminal Background Check New Class application forms), and legal agreements.
2. **Board Records:** These include, minutes, any policies and procedures not covered in the COH or the Chapter Management and Operations Protocols.
3. **Financial Records:** As a publicly recognized entity, and as an organization that receives and holds monetary fund(s) the Chapter must manage its finances and assets in a responsible and accountable manner. Towards that end, TMN will maintain complete and credible documentation of its financial

management activities. The types of financial records maintained under the Records Retention Policy include budgets and balance sheets, financial reports, annual audits, Tax documents (IRS Form 990s, where applicable).

4. **Fundraising Records:** As a publicly recognized entity, TMN Chapters must raise funds in an ethical and accountable manner. Towards that end, TMN Chapters shall maintain full and authentic records that shall demonstrate compliance with nonprofit solicitation laws, the intent of the donor and the use of funds per the stated intent.

Data Record Retention Policy			
	File Name & Contents (Digital storage should mirror this structure as closely as possible) Access Unless designated below as “Public”, access to documents is available to the Board of Directors and to others with explicit permission from the Board.	Retention	Access
ORGANIZATIONAL / ADMINISTRATIVE / LEGAL			
1	Legal documents		
1.a	Bylaws (current, past and original, organized by year)	Permanent	Public, by request
2	IRS records (related to 501(c)(3) public nonprofit status)		
2.a	Initial application (IRS Form 1023) and supporting documents	Permanent	Public, by request
2.b	IRS determination letter and related correspondence	Permanent	Public, by request
2.c	Annual IRS returns, IRS Form 990, 990 EZ, including schedules and attachments (by year)	Permanent	Schedule."A" NOT PUBLIC
2.d	EIN # and correspondence	Permanent	Public, by request
3	Legal Agreements		
3.a	Office Leases, Other Contracts	3 years after expiration	Board of Directors
3.b	Agreements with any entity outside the TMN Program (by year, last name)	3 years after expiration	Board of Directors
4	BOARD RECORDS		
4.a	Lists of Board members and officers, current and past	Permanent	Board of Directors
4.b	Board Meeting Minutes and Resolutions (by year)	Permanent	Board of Directors
4.c	Board Policies and Procedures (Chapter Bylaws, COH)	Permanent	Board of Directors

5	FINANCIAL RECORDS		
5.a	Annual Budget (by year)	Permanent	Board of Directors
5.b	Investments	Permanent	Board of Directors
5.c	Audit/Review/Compilation Records (by year)	Permanent	Board of Directors
5.d	Insurance Policies (by year, type) if applicable	5 years from expiration	Board of Directors
6	FUNDRAISING RECORDS		
6.a	Individual donor records	7 years from expiration	Board of Directors
6.b	Grant applications and reports (year, name)	7 years from expiration	Board of Directors
6.c	Marketing documents (brochures, flyers, etc.)	7 years from expiration	Board of Directors