

THE PRESERVATION OF RURAL IOWA ALLIANCE

Document Retention Policy
(Adopted *July 30,* 2013)

- Sec. 1. Responsibility. The Secretary is responsible for administration of this Policy. The Secretary shall be responsible for the retention of complete, accurate, and good quality records either electronically or in local damage-proof storage, all for the retention periods indicated herein, Daily backups of electronic records specified herein shall be completed. The Secretary shall ensure the appropriate backup and retention of documents.
- Sec. 2. Freeze Order. Irrespective of the retention periods prescribed below, upon receipt of notice of an Official Proceeding or upon learning of circumstances likely to give rise to an Official Proceeding, all documents relating to such matter shall be preserved and safeguarded. "Official Proceeding" means any proceeding by or before a court or government agency. Questions about the relevance of documents shall be addressed to and resolved by the association's Legal Counsel.
- Sec. 3. Retention Period. Electronic records are the same as paper records. All records, electronic or paper, will be retained according to the following schedule: All documents shall be permanently destroyed at the end of the retention period.
- A. Three Years: Employment applications, petty cash vouchers; budget data; archived website content and associated data; bank statements and documents; general correspondence.
 - B. Seven Years: Invoices, payment vouchers, payroll records, personnel files, employee handbooks, training manuals, accident reports and claims.
 - C. Ten Years: Tax returns, all accounting system entries, legal correspondence, personal property records, meeting minutes, membership ballots, membership applications, other membership records, insurance policies and applications; all contracts.
 - D. Permanently: Articles and Bylaws, year-end financial statements, audit reports, real property records.

The foregoing Document Retention Policy was adopted at a regular meeting of the Board of Directors held the 30 th day of, July 2013, notice having been given and a quorum being present.

Cindy Kanel
Secretary