

MODEL A FORD CLUB OF AMERICA – WISCONSIN CHAPTER

DOCUMENT RETENTION AND DESTRUCTION

Purpose: This document is to ensure that the necessary records and documents of this club are protected and maintained until they are no longer needed and specifies how important documents (hardcopy, online or other media) should be retained, protected and eligible for destruction. The document also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

**Document Retention Schedule**

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule.

| Document Content                                   | Minimum Retention  | Retained by | Citation                                      |
|--|--|-------------|---|
| Articles of incorporation                          | Permanent  | Secretary   | §Wis. Stat. Sub Chapter XVI<br>181.1601(5)(a) |
| Bylaws   | Permanent  | Secretary   | §Wis. Stat. Sub Chapter XVI<br>181.1601(5)(b) |
| Critical motions/resolution                        | Permanent  | Secretary   | §Wis. Stat. Sub Chapter XVI<br>181.1601(5)(c) |
| Secretary Minutes                                  | 10 years   | Secretary   | §Wis. Stat. Sub Chapter XVI<br>181.1601(5)(d) |
| Treasurer Financial Report                         | 3 years hard copy<br>Indefinitely electronically         | Treasurer   | §Wis. Stat. Sub Chapter XVI<br>181.1601(5)(e) |
| Treasurer Records to include invoices and receipts | 7 years  | Treasurer   | §Wis. Stat. Sub Chapter XVI<br>181.1601(5)(e) |
| Swap Meet Records                                  | <b>5 Years –update with current information annually</b> | Treasurer   |   |
| Club audit Treasure Books                          | <b>7 years</b>   | Treasurer   | Board decision                                |
| Canceled checks                                    | <b>Per bank policy</b>                                   | Bank        | Bank policy                                   |
| Wheeling the A newsletters                         | <b>Permanently</b>                                       | Historian   | Board decision                                |
| Accident report                                    | <b>7 years</b>   | President   | Board decision                                |
| Correspondence critical to running the club        | <b>1 year</b>  | President   | Board decision                                |
| Correspondence – legal                             | <b>Permanent</b>   | President   | Board decision                                |
| Contracts  | <b>3 years</b>   | Secretary   | Board decision                                |
| Membership roster                                  | <b>Permanently</b>                                       | Historian   | Board decision                                |
| Insurance certificate and policy                   | <b>3 years after expiration</b>                          | Secretary   | Board decision                                |

|   |                                       |              |   |
|---|---------------------------------------|--------------|---|
| Job description                                   | <b>7 years</b>                        | Secretary    | Board decision                                  |
| Computer inventory                                | <b>Permanently</b>                    | Secretary    | Board decision                                  |
| Club Property inventory                           | <b>Permanently</b>                    | Secretary    | Board decision                                  |
| Certification of destruction                      | <b>Permanent</b>                      | Secretary    | Board decision                                  |
| Bank statement, deposit records, electronic funds | <b>7 years</b>                        | Treasurer    | Board decision                                  |
| Donation report                                   | <b>7 years</b>                        | Treasurer    | Also have a report showing all year's donation. |
| Sunshine Tracking form                            | <b>Current year and previous year</b> | Sunshine Job | Board decision                                  |

### ***Document Protection***

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media will be included.

### ***Document Destruction***

Hardcopy of documents will be destroyed by shredding or fire after they have been retained until the end of the Document Retention Schedule. The destruction of documents will be approved by the Board. Copies of computer backups will be destroyed by fire or other proven means to destroy such media after they have been retained until the end of the Document Retention Schedule. The destruction of such records will be documented.

Club computers – As a club computer gets replaced the computer's hard drive must be sanitized by running special software programs or following the manufacturer instructions for full chip erasure.

At the completion of the shredding the Certification of Records Destruction will be completed and the form will be retained in club records with the secretary.

Created: March 2017

Approved by Board of Directors: June 17, 2017

Revised: July 2017

**CERTIFICATE OF RECORDS DESTRUCTION**

I, \_\_\_\_\_, acting on behalf of \_\_\_\_\_

(Organization Name)

hereby certify that the following records were destroyed according to the Records Retention and Disposition Guidelines.

Collection/Record Group/Series: \_\_\_\_\_

Record Category (correspondence, etc.): \_\_\_\_\_

Format (mbox, Word, etc.) \_\_\_\_\_

Date Range: \_\_\_\_\_

Type media or, if hard drive, enter serial #: \_\_\_\_\_

Method: \_\_\_\_\_

Location of Disposal: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized by \_\_\_\_\_ Title: \_\_\_\_\_

Approved by Board of Directors, June 17, 2017

## ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

### **Web Page Files: Internet Cookies**

- All workstations: Internet Explorer should be scheduled to delete Internet cookies once per month.

The club does not automatically delete electronic files beyond the dates specified in this Policy. It is the responsibility of all staff to adhere to the guidelines specified in this document.

Each (quarter??) will run a backup copy of all electronic files (including email). A zip drive would be sufficient for backing up the club records. The backup is a safeguard to retrieve lost information within a one-year retrieval period should documents on the network experience problems.

In certain cases a document will be maintained in both paper and electronic form. In such cases the official document will be the electronic document.

Approved by the Board of Directors: June 17, 2017  
Revised July 2017