

**OJUA POLICIES**

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**RECORDS RETENTION AND DESTRUCTION**

**1.0 PURPOSE**

The purpose of this Policy is to establish a systematic procedure for review, retention, and destruction of records received or created by the Oregon Joint Use Association. This policy applies to all records in any form, including electronic documents.

**2.0 GENERAL PROVISIONS**

2.1 The OJUA follows the retention procedures outlined below. Documents that are not listed but are substantially similar to those listed will be retained for the appropriate length of time.

2.1.1 Permanent retention: Records that should be permanently retained include organizational documents (articles of incorporation and bylaws), board minutes and policies, insurance policies, federal and state tax exempt status, federal and state tax filings, annual reports to the secretary of state, and independent audit findings. Additionally, an electronic copy of all financial transactions should be retained permanently.

2.1.2 Non-permanent retention: Certain records may be destroyed after the passage of a specified number of years or upon the passing of a related event. Documents used to substantiate federal and state tax filings, such business expense records, IRS 1099 and 1096 filings, bank deposit slips, and bank statements should be retained for at least seven years.

General correspondence, credit card receipts and statements, and event registration records should be retained for at least three years.

2.1.3 Document destruction: Records containing personal information such as social security numbers and credit card numbers shall be destroyed as soon as the need to utilize that information has passed. Other records shall be destroyed based on the retention schedules noted above. Destruction of financial documents will be accomplished by shredding.

**3.0 EXCEPTIONS**

Notwithstanding the document retention and destruction schedules noted previously, no record whether or not referenced may be destroyed in in any way the records refer to, concern, arise out of or in any other way are involved in pending or threatened litigation.