



<b>Section:</b>	1. Administration
<b>Subpart:</b>	1.4. Office Administration
<b>Policy No.:</b>	1.4.1.
<b>Title:</b>	Records Retention
<b>Effective:</b>	January 8, 2016
<b>Revised:</b>	May 2018

## Records Retention

**Purpose:** This policy establishes a schedule for reducing the storage of company records while maintaining good business practices.

**Background:** NCWM management transferred from NIST to contracted association management in 1998 and then from contracted services to full time employees in 2008. Through those transitions, some records were transferred, and others were not. This policy largely reflects the new management's practices for records retention since 2008. For those records that are designated to be retained on a permanent basis, there are limitations due to transitions mentioned here.

### Policy:

1. The following Electronic Records shall be permanently maintained in a media that is compatible with current technology.

- Annual Budgets
- Accounting Records
- NCWM Annual Reports since 1905
- NTEP Applications since 10-01-2000
- NTEP Certificates since 10-01-2000
- NTEP Sector Meeting Documents since 10-01-2008
- NCWM Publications 14, 15 and 16 since 10-01-2008
- Board of Directors Minutes since 1999
- Board Meeting materials since 10-01-2008
- Membership Records since 10-01-2008
- Annual Meeting Attendance since 1970
- State representation at all Annual Meetings

2. The following other records will be retained for the designated terms.

Annual Audits since 2001 (paper)	Permanently
Check Stubs (paper)	5 years
Bank account reconciliations (paper)	5 years
Payroll Records (electronic)	5 years
Membership Renewals (paper)	5 years
Personnel Records (electronic and paper)	5 years following departure
NIST Grant Documents (electronic)	3 years following close date
NTEP Maintenance Fee Payments (paper)	1 year
Membership Renewal payments (paper)	1 year
Annual Meeting Voting Records	1 year
NTEP Applications 10-2000 to 10-2008 (paper)	until they are converted to electronic