

Blaine Youth Basketball RECORD RETENTION POLICY

<Shared policy by Boys & Girls programs, however, given separate Boards the policy is applied by each board>

Blaine Youth Basketball (“Organization”) takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Organization may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the President.

From time to time, the President may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President.

File Category	Item	Retention Period
Corporate Records (SECRETARY)	Bylaws, Articles of Incorporation, Form 1023	Permanent
	Corporate Policies	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
Finance and Administration (TREASURER)	Financial statements	7 years
	Auditor management letters	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Contracts and agreements	7 years after all obligations end
	Correspondence — official emails from board(s)	3 years
Insurance Records (TREASURER)	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	7 years
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
Tax (TREASURER)	IRS Form 990s	7 years
	Charitable Organizations Registration Statements (filed with Minnesota Attorney General)	7 years
Human Resources (SECRETARY)	Board members applications (after term ends)	1 year
	Coaches applications (after term ends)	1 year
	Board members background checks (after term ends)	1 year
	Coaches background checks (after term ends)	1 year
Technology (WEBMASTER)	Website licenses and support agreements	2 years after all obligations end

1. Electronic Documents and Records.

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files 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 e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder.

3. Document Destruction.

The President is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately upon any indication of an official investigation, or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

4. Compliance.

Failure on the part of the Board of Directors to follow this policy can result in possible civil and criminal sanctions against the Organization and the Board members and possible disciplinary action against responsible individuals. The President (or designate selected by President) will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

<Note: Real estate section removed as Blaine Youth Basketball currently does not operate leases or own properties>