

**PNAHA
BOARD OF DIRECTORS MEETINGS
CONSTITUTION, BYLAW & RULES PROPOSAL SUBMISSION FORM**

NAME OF CHANGED DOCUMENT:	PNAHA Bylaws
MAIN HEADING:	Record Retention Policy
REGULATION (Heading):	
BY-LAW (Heading):	Article XI
Section:	Policies Section
Reference (sub-section):	New Section 4
Paragraph / Page no(s):	Page 25

CURRENT WORDING:

[New Provision]

RED-LINE WORDING OF PROPOSAL: (as it should appear with new wording underlined, Deletions-~~strikethrough~~)

CLEAN WORDING OF PROPOSAL: (For ease of reading)

Policy. PNAHA Officers and Directors shall retain records in an orderly fashion for time periods that comply with legal and government requirements.

Record Retention Guidelines. The following holding periods shall be used for the maintenance of the documents listed below:

Accounting Records:

Accounts Payable	7 Years
Accounts Receivable	7 Years
Bank Reports	Permanent
Bank Statements	7 Years
Chart of Accounts	Permanent
Depreciation Schedules	Permanent
Expense Reports	7 Years
Financial Statements (Annual)	Permanent
Fixed Asset Purchases	Permanent
General Ledger and General Journals	Permanent
Loan Payment Schedule	7 Years
Purchase Orders and Correspondence	7 Years
Purchase Requisitions	2 Years
Tax Returns and Working Papers	Permanent
Trial Balances (Annual)	Permanent

Other Records:

Articles of Incorporation and Bylaws	Permanent
Determination Letter from IRS	Permanent
Insurance Policies (still in effect)	Permanent
Insurance Policies (expired)	7 Years
Minutes of Board Meetings	Permanent

INTENTION OF PROPOSAL:

The purpose of this records retention policy for PNAHA is to establish clear guidelines and procedures for the management and retention of its records and documents. This policy ensures that PNAHA, a non-profit entity, maintains an organized and efficient system for handling records throughout their lifecycle. Some key reasons for having a records retention policy include:

1. Legal compliance: Non-profits, like any other organization, must comply with various legal and regulatory requirements regarding record-keeping and data retention. A well-defined retention policy helps the organization meet these obligations.
2. Risk management: By implementing a records retention policy, the non-profit can reduce the risk of legal and financial liabilities. It helps ensure that important records are appropriately stored, accessible when needed, and properly disposed of when they are no longer required.
3. Efficiency and organization: An organized records retention system allows the non-profit to quickly access necessary information and facilitates decision-making processes. It prevents clutter and unnecessary storage costs associated with retaining records for extended periods.
4. Privacy and data protection: A records retention policy takes into account data protection and privacy concerns. It helps to safeguard sensitive information and ensures that records containing personal or confidential data are disposed of securely and in accordance with applicable privacy laws.
5. Historical preservation: Non-profit organizations often have a rich history of activities and achievements. The retention policy may include provisions for archiving certain records of historical value, such as meeting minutes, significant reports, and milestones, to preserve the organization's legacy.
6. Donor and grant requirements: Non-profits may receive funding from donors or grants, and these funding sources might have specific record-keeping requirements. A records retention policy helps the organization meet these stipulations and maintain positive relationships with its donors and grantors.
7. Audit and review purposes: In the event of an audit, either by internal or external parties, having a records retention policy ensures that the non-profit can provide the necessary documentation and evidence to support its financial and operational activities.

Submitter: Nicole Adams, PNAHA 2nd Vice President