



## **COLUMBIA EMPIRE VOLLEYBALL ASSOCIATION**

### *Records Retention Policy*

**UPDATED JULY, 2021**

The policy of the Columbia Empire Volleyball Association (CEVA) is to both manage and retain records in a fashion that complies with federal and state regulations pertaining to nonprofit organizations. The manner of management and retention will meet operational needs, while also recognizing constraints the organization faces with physical storage space. Records may be in various forms but will be predominantly digital. CEVA continues to make efforts to digitize old records and is working toward building a more efficient organization.

It is the policy of CEVA that nobody will knowingly alter, destroy, conceal, falsify, or otherwise harm any record or document for the purpose of committing any financial fraud, unethical act, or a violation of state or federal law. Additionally, no harm may be done to records with the intent of impeding, obstructing, or influencing an investigation or the proper administration of any matter within the jurisdiction of the CEVA Board of Directors, outside investigators, or any state or federal agency.

Maintaining records is primarily the role of the CEVA office staff, with input from the region's Board of Directors, bookkeeper, accountant, and other partners.

Records retention, as well as other nonprofit business practices, are governed by Oregon Revised Statute 65, the full text of which can be found on the State of Oregon's Department of Justice website pertaining to Charitable Activities. Records may be kept for a longer period of time than minimum standards based on operational needs or other constraints.

#### ***Procedures Relating to Accounting, Taxes, and Business Information***

CEVA will comply with Oregon Revised Statute 65 when determining retention times for financial and other business-specific information.

#### ***Procedures Relating to Membership Information***

CEVA will retain membership records for 7 years. This information includes names, addresses, contact information, and certification information of individuals who purchased a CEVA membership at any time in the last 7 years. This will also include information for those who purchased single-event memberships or another membership that was not upgraded. Information is digitized and secured stored in the CEVA offices. CEVA does not store payment information used to purchase memberships and does not have access to that information, either from past membership purchases or for memberships purchased in the current season.



### ***Procedures Relating to Tournament Information***

CEVA is moving toward a 100% digital tournament administration system. Hard copies of results, scoresheets, and rosters from individual tournaments are kept for 2 years at the CEVA offices. As CEVA moves toward electronic administration, records will be kept in digital form for the same period of time. Previous tournament results can be found on CEVA's website.

### ***Manner of Disposition***

Upon expiration of a retention period for a group of records, shredding by a licensed company specializing in information destruction is preferred. Certificates of destruction will be maintained in the CEVA offices each time such action is performed.