



**PUGET SOUND VOLLEYBALL ASSOCIATION**  
*Records Retention Policy*

The policy of the Puget Sound Volleyball Association (PSVA) 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. PSVA has fully digitized old records.

It is the policy of PSVA 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 PSVA Board of Directors, outside investigators, or any state or federal agency.

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

Nonprofit business practices are governed by Washington Nonprofit Corporations Act (RCW) 24.03A. Complete information regarding nonprofit operations in Washington may be found on the State of Washington's Secretary of State website pertaining to Corporations & Charities.

Records retention is governed by Washington Administrative Council (WAC) 458-20-254. 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***

PSVA will comply with Washington Administrative Council (WAC) 458-20-254 when determining retention times for financial and other business-specific information.

***Procedures Relating to Membership Information***

PSVA will retain membership records for 7 years. This information includes names, addresses, contact information, and certification information of individuals who purchased a PSVA 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 PSVA offices. PSVA 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***

PSVA is 100% digital for tournament administration. Hard copies of results, scoresheets, and rosters from individual tournaments are kept for the current season by each site host. Electronic





version of results, scoresheets, and rosters from individual tournaments are kept for a period of 7 years.

***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 PSVA offices each time such action is performed.