

NEW HAMPSHIRE VACCINE ASSOCIATION

Administrative Policy: Document Retention

I. SCOPE

This Policy applies to all corporate records in the possession of the New Hampshire Vaccine Association ("NHVA"). For purposes of this Policy, the term "corporate records" includes all documentary material, whether hard copy or electronic, prepared or received by NHVA. NHVA expects all employees and contractors engaged to perform executive director services on behalf of NHVA to comply with this Policy. The NHVA Board of Directors will review and may amend the scope of this Policy from time to time.

II. PURPOSE.

NHVA is committed to ensuring compliance with all applicable state and federal laws and regulations in the United States regarding record retention, as well as recognizing that there are statute of limitations considerations which may require that a record be held even longer than required by law. This Policy is intended to ensure legal compliance while recognizing NHVA's administrative need to manage its corporate records. This Policy is not intended to impede NHVA's goal to maintain its corporate records in electronic form only.

III. DOCUMENT RETENTION POLICY.

A. Scheduled Retention and Destruction of Records.

From time to time NHVA may establish retention or destruction schedules for specific types or categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving tax information, protecting proprietary information and cost and space management. A list of those records which should be maintained indefinitely by NHVA in its permanent records is set forth on the attached Schedule I, which will be updated from time to time.

B. General Retention and Destruction Procedure.

For those items not listed on Schedule I, set forth below are several categories of records for which minimum retention periods are suggested. Retention or destruction of documents not included in the identified categories should be determined primarily by the application of the general guidelines identified in this Policy, as well as any other pertinent factors. If a corporate record may fit two or more categories, such document should be retained for the longest of the periods specified. NHVA's executive director will be responsible for implementing procedures to track, retain and destroy records in accordance with this Policy. Destruction of electronic files should include deletion from any backup or permanent media.

(1) *Accounting and Tax records.* Accounting and tax records that are not listed on Schedule I should be retained for at least seven (7) years from the date of filing the applicable return or, with respect to a capital or investment item, from the date such item is sold or replaced.

(2) *Employment Records/Personnel Records.* All recruitment, employment and personnel files that are not listed on Schedule I, including all memoranda and correspondence reflecting qualifications, performance reviews and actions taken by or against personnel, should be retained for at least five (5) years.

(3) *Board and Board Committee Materials.* In addition to the corporate records set forth in Schedule I hereto, a clean copy of all other Board of Directors and Board of Directors Committee materials should be kept for at least three (3) years.

(4) *Legal Files.* NHVA's legal counsel should be consulted to determine the retention period of particular documents that are not listed on Schedule I. Generally, legal documents should be maintained for a period of ten (10) years.

(5) *Marketing Documents.* Marketing documents that are not listed on Schedule I should be kept for at least seven (7) years beyond the date of the document or, in the case of a marketing or sales agreement, seven (7) years beyond the termination of the agreement.

C. E-Mail.

It is expected that e-mail will be deleted on a regular, routine basis. E-mail that needs to be saved under this Policy should be either:

- (i) printed in hard copy and kept in the appropriate file; or
- (ii) downloaded to a computer file and kept electronically or on disk or other media as a separate file.

The retention period depends upon the subject matter of the e-mail as described in this Policy.

D. Preservation of Records for Litigation or Governmental Investigation.

Notwithstanding the above, if an employee or contractor believes, or NHVA informs such employee or contractor, that NHVA records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation) or a potential or actual governmental investigation, then such employee or contractor must preserve those records until NHVA's legal counsel determines the records are no longer needed. The preceding sentence supersedes any previously or subsequently established destruction schedule for those records. If an employee or contractor believes that exception may apply, or has any question regarding the possible applicability of that exception, he or she should promptly contact the Executive Director, the Board Chair or NHVA's legal counsel.

NHVA reserves the right to modify or amend this policy at any time as it may deem necessary.

SCHEDULE I

List of Permanent NHVA Records

<u>Accounting System</u>	<u>Legal</u>
Accounts Payable Ledger	Bill of Sale
Audits	Claims and Litigation re: benefits, torts and breach of contract
Balance Sheets	Contracts – employees
Cancelled Checks	Contracts – government
Cash Book	Contracts – administrators
Cash Disbursement/Receipt Record	Contracts – executive director
Check Register	Copyrights
Financial Statements	Deeds/Titles
General Ledger	Licenses and Permits
Investment-Sales/Purchases	Trademarks – registered
Journal Entries	
<u>Corporate Records</u>	<u>Taxation</u>
Amendments	1099 and 1096 Forms
Annual Reports	Cancelled checks – tax payments
Articles of Incorporation	Correspondence – tax
Audit Reports	Depreciation schedules
Board of Directors-Committee Minutes	Income Tax/Informational Filing
Board of Directors-Minutes	Returns
Bylaws	Payroll Tax Returns
Contracts	
Election Records (if separate from Minutes)	<u>Regulatory</u>
Financial Statements	Reports to Insurance Commissioner
	Filings with Department of Insurance
	Audits of Administrators
	Actuarial Reports/Analyses
<u>Human Resources</u>	
Employment Application –hired	
Pension/Other Benefit Plan Docs	
Personnel files	
Safety Reports	
<u>Payroll</u>	
W-2 Forms	