The purpose of this Policy is to ensure that the USGBC Florida Chapter's necessary records and documents are adequately protected and maintained, and to ensure that records that are no longer needed or are of no value are destroyed at the appropriate time. This Policy is also intended to preserve the Chapter's history.

The Chapter's Records Retention and Disposition Policy applies to all records, regardless of format, whether they be paper or electronic, or other media that is utilized in the future, and regardless of where the records are stored, including network servers, desktop or laptop computers, and handheld computers and other wireless devices with text-messaging capabilities. The Chapter encourages record retention in an electronic format whenever possible.

Where paper records are converted to an electronic format that captures and retains all information contained in the paper documents (e.g., pdf files), preservation of the original paper documents may not be required. Consultation with the Chapter's Executive Director should occur before original paper versions of documents that have been converted into an electronic format are destroyed. Documents such as contracts, tax returns and historical archival materials may be determined as being important to save in paper formats.

The Chapter's Executive Director is responsible for the retention of records, as well as for the destruction of records following predetermined retention periods. Documents will be destroyed in a manner that ensures that all sensitive or confidential material can no longer be read or interpreted. This means that paper documents will be shredded, and electronic documents will be erased or otherwise rendered unreadable.

The Executive Committee of the Chapter serves as the de facto records committee of the Chapter, providing counsel to and oversight of the Executive Director.

The Executive Director is responsible for the following:

- Overseeing the process of identifying and evaluating which records should be retained.
- Adhering to retention and disposition schedules to maintain compliance with local, State and Federal laws.
- Monitoring local, State and Federal laws affecting record retention.
- Annually reviewing the Records Retention and Disposition Policy with the Chapter's Board of Directors.

(cont.)
Records can have historical value even when no longer of immediate administrative value. If
the Executive Director has any doubt if a record should be maintained, he/she will consult with
the Chapter's Executive Committee before destroying records not covered by this Policy.

Any destruction or disposal of documents pursuant to this Policy will be suspended whenever
the Chapter reasonably anticipates litigation or is the subject of a subpoena, governmental audit
or investigation. Once the Chapter has notice of such litigation, subpoena, governmental audit
or investigation, the Chapter will preserve all documents and records (both hardcopy and
electronic) that relate to the matter in question. The Executive Director will immediately notify
the Chapter's Executive Committee if the Chapter receives notice of such litigation, subpoena,
audit or investigation. The Executive Committee will instruct all individuals associated with the
Chapter who are likely to have relevant documents (both paper and electronic) to preserve those
documents until further notice from the Executive Committee. A preservation notice from the
Chapter's President or Executive Director supersedes all other record retention and disposition
directives, including this Policy.

This Policy applies to all records, as defined in the "definitions" section below, generated in the
course of the Chapter's operations, including both original documents and reproductions, and
paper and electronic documents. It also applies to records stored on computer, as well as paper
records.

The following are record-retention definitions of the Chapter:

accounts payable ledgers and schedules (7 years); accounts receivable ledgers and schedules
(7 years); audit reports (permanently); bank statements (7 years); cash books (7 years); checks
(permanently [via banking institution]); contracts and leases (7 years); contracts and leases
currently in effect (permanently); correspondence, general (two years); correspondence, legal
and high-priority matters (permanently); donation records (permanently); employee personnel
records, after termination (7 years); employment applications (3 years); expense analyses and
distribution schedules, including reimbursement of employees and volunteers for Chapter
activity (7 years); financial statements, end of year (permanently); general ledgers and end-of-
year statements (permanently); insurance policies, expired (permanently); insurance records,
current accident records, claims, policies, etc. (permanently); internal reports, miscellaneous (2
years); inventories of products, materials, supplies (7 years); invoices to customers (7 years);
invoices from vendors (7 years); journals, accounting (7 years); minutes of Board of Directors
meetings (permanently); payroll records and summaries (7 years); tax returns, worksheets, IRS
reports and other documents relating to determination of tax liability (permanently); volunteer
records (3 years).

As a nonprofit organization that conducts its business affairs in a climate of transparency, all
Board-approved Policies and governing documents are available to the public; similarly, the
Board of Directors invites questions regarding the organization’s Policies and governing
documents.