

SHASTA HISTORICAL SOCIETY
Record Retention and Access Policy

POLICY NUMBER: B.06

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CERTIFICATION

We hereby certify that we are the duly elected and acting President and Secretary of the Shasta Historical Society, a 501(c)3 Corporation, and that the proceeding Records Retention and Access Policy are duly adopted by the Board of Directors by a two-thirds majority as of October 3, 2013.

IN WITNESS WHEREOF, we have signed our name on October 3, 2013.

David H. Scott
President of the Board

Nancy Vollmers Boone
Secretary of the Board

RETENTION

This policy will be in effect indefinitely, unless changed by a two-thirds majority vote of the Board of Directors. In accordance with AASLH STePs Standards and good practices, all policies will be reviewed by the responsible Committee yearly and by the Board of Directors at least once every three years.

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Policy Statement

The Shasta Historical Society will retain records only so long as they are necessary to the current conduct of the Society business or required to be retained by statute or government regulation. In furtherance of this policy, the Society has adopted the attached *Record Retention Schedule*. As files grow and as new ones are added, locations may change, but their whereabouts will be noted within this document. All files are to be clearly labeled to optimize efficiency.

Location and Access

All original documents are to be housed in one of the on-site filing cabinets. Scanned copies of important documents will be saved to a thumb drive and stored in the safe deposit box. As with collections materials, when staff is finished using general files, they are to return to the master file for future reference or use. Each year in July, documents that no longer need to be kept in files, but need to be saved, will be put into banker boxes to be stored according to the file retention schedule. At this time, all items to be discarded according to the policy will be destroyed.

Collections

Accessioned Materials

Location: Stored according to type of material; organized by accession number, or archival indexing when appropriate.

Access: At the Society Building: by or under the supervision of the Professional Staff. Removal from the Society Building: see *Collections Management Policy, Loans*.

Accessions Records

Location: Accessions Records are to be stored by Year, cross referenced by Donor Last Name and Accession Number at the Society's main building in the locked, fire-safe **Collections Record File Cabinet**.

Access: Professional Staff

Administrative Files

General Administration, Human Resources, & Board Files

Location: Locked, fire-safe **Administrative File Cabinet**.

Access: Executive Director

Bookkeeping, Payroll, & Insurance Files

Location: Locked, fire-safe **Administrative File Cabinet**.

Access: Executive Director and Bookkeeper

Committee Files

Location: **Administrative File Cabinets**

Access: Professional Staff

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Record Retention Schedule

<u>Type of Record</u>	<u>Retention Period</u>	<u>Notes/ Location</u>
COLLECTIONS		
Accessioned Items	Permanent	Can be deaccessioned.
Accession/Deaccession Records	Permanent	Collections Record File Cabinet
ADMINISTRATIVE		Administrative File Cabinets
Policies and Consents	Life of document	
Contracts	10 years	
Correspondence not relating to other categories	5 years	Unless accessioned.
Membership (electronic)	Permanent	Paper disposed
Minutes and Resolutions (Board and Committees)	Permanent	
FINANCIAL		Administrative File Cabinets
Auditor's reports	Permanent	
Bank deposit slips	3 years	
Bank statements, reconciliations	7 years	
Budgets	2 years	
Canceled checks, generally	7 years	
Depreciation records	3 years	
Financial statements (annual)	Permanent	
General journal or ledger	Permanent	

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Invoices	3 years	
Petty cash vouchers	3 years	
Accident Reports	6 years	
Insurance Claims	6 years*	
Insurance Policies	6 years*	
EXECUTIVE		Administrative File Cabinets
Articles of Incorporation	Permanent	
Bylaws	Permanent	
Application for 501(c)3	Permanent	
HR RECORDS		Administrative File Cabinets
Applications	1 year	
Employee payroll records (W-2, etc.)	6 years	
Employee time cards/sheets	4 years	
Employee files	6 years*	
TAX RECORDS		Administrative File Cabinets
Annual information	Permanent	
Payroll tax returns	4 years	
Property tax returns	Permanent	
Sales and use tax returns	4 years	