

POLICY & PROCEDURES MANUAL

Title:	Records Retention Policy		
Policy No.	2.06.03	Chapter:	Internal Operations
Proposed:	May 24, 2006	Proposal No.:	2006-05
Adopted:	June 22, 2006	Adopted By:	Vote of the Board

Purpose:

To provide guidance to the Council, its Board of Directors, Members and Employees in the retention of records and documentation with respect to the business of the Council.

Policy:

The Council shall retain all official records and documentation as outlined below in the procedures. All official records shall be kept by the EHAC Office. Duplicate copies may be kept with each Chair or Board of Directors as appropriate. All records shall be stored electronically, with off-site electronic backup required and paper copies serving as back up where available.

Procedures:

Records pertaining to the Accreditation of Programs

All records pertaining to the Accreditation of programs, including, but not limited to:

- Self-Study Documents;
- Site Visitor Reports;
- Site Visitor Evaluations;
- Closed Session Minutes;
- Outcome Assessment Results and Analysis;
- Final Accreditation Decision Letters; and
- Any appeals made regarding accreditation decisions,

shall be kept permanently by the EHAC Office. These records shall be available to the Board of Directors and Council Members upon request.

Administrative Records

All records pertaining to the administrative and annual activity of EHAC, including, but not limited to:

- Administrative Activity;
- Contracts,
- Goals and Objectives;
- Fiscal Status;
- Status with the Internal Revenue Service and State Agencies;
- Project Work Performed;
- Personnel Activity and Accomplishments;
- Annual Reports;
- Meeting Minutes;

Drafted:		
Approved:		

National Environmental Health Science & Protection Accreditation Council POLICY & PROCEDURES MANUAL		
Policy No. 2006-12	Draft No. 2006-01	Page 2 of 4

- Legal correspondence, and
- Related documentation and correspondence,

shall be kept by the EHAC office until superseded or obsolete. Meeting Minutes and Annual Reports shall be kept permanently by the EHAC Office.

Financial Records

All records pertaining to the financial activity of EHAC, including, but not limited to:

- Yearly Budget;
- Yearly Tax Returns and Reporting Requirements;
- Check Register;
- Record of Accounts Payable and Receivable;
- Financial Audits;
- Signature Authorizations; and
- Any other financial records

Shall be kept by the EHAC Office for a period of time as specified below.

The yearly budget and budget activity records, including, but not limited to: Operating Budget, Expenses by Category, Profit and Loss Statements, Grant Records, Contract Records, Financial Account records, and related documentation and correspondence shall be kept by the EHAC Office. The Yearly Operating Budget shall be kept as part of the permanent record. All other documentation shall be kept for a minimum of ten (10) years. Budget activity Reports, which may include but are not limited to information on fiscal activity, working papers, memoranda, summary reports, and related documentation and correspondence shall be kept for a minimum of one (1) year, with the exception of final, year end reports, which shall be kept for a minimum of ten (10) years.

The Check Register and any documentation regarding contracts for employee services or payroll services shall be kept for a minimum of six (6) years.

Yearly tax returns and reporting requirements, including the Internal Revenue Service and any state agency reporting requirements, shall be kept in permanent hard copy by the EHAC Office.

Financial Audits, which document EHAC's internal and independent management, operations and fiscal audit, and which include audit reports, written responses showing how recommended changes will be implemented and related documentation and correspondence, shall be kept for a minimum of twenty years (20) by the EHAC Office.

Signature authorizations, which are documents signed by EHAC's employees and Council members who are authorized to sign, and include fiscal and contractual documents. These documents shall be kept for a minimum of six (6) years after authorization expired by the EHAC Office in hard copy.

Policy and Procedural Records

All records pertaining to the policies and procedures of EHAC, including, but not limited to:

- Mission and policy statements;
- Guidelines for Accreditation;
- Planning documents outlining responsibilities and goals;
- Organizational charts;
- Publications preparation guidelines;
- Emergency procedures;
- Job descriptions;
- Requests for and Contracts for Services;

National Environmental Health Science & Protection Accreditation Council POLICY & PROCEDURES MANUAL		
Policy No. 2006-12	Draft No. 2006-01	Page 3 of 4

- Guides for office procedures which often include completed samples of all forms;
- Handbooks;
- Policy Manuals;
- Desk manuals;
- And any related documentation and correspondence

Shall be kept by the EHAC Office. These documents provide a record of internal development and documents guidelines for consistency and continuity in the operation of EHAC.

All final copies of the document shall be kept permanently, even if superseded or canceled.

Correspondence

All records pertaining to the correspondence of EHAC, including, but not limited to:

- Administrative Correspondence;
 - Letters sent and received;
 - Memoranda;
 - Notes;
 - Enclosures; and
 - Attachments.
- Executive Correspondence;
 - Letters sent and received;
 - Notes;
 - Directives;
 - Acknowledgements; and
 - Memoranda.
- General Correspondence (not to include informal e-mail correspondence);
 - Letters sent and received;
 - Memoranda;
 - Notes
 - Transmittals;
 - Acknowledgements;
 - Routine requests for Information or publications;
 - Enclosures; and
 - Attachments,

Shall be kept by the EHAC Office.

Administrative Correspondence shall be kept in electronic copy for a minimum of five (5) years. Executive Correspondence shall be kept permanently, as these documents record and reflect significant events, the development of administrative structure, policies and procedures. General correspondence shall be kept for a minimum of one (1) year after the matter pertaining to the correspondence has been closed.

Council Records

All records pertaining to the EHAC Council Members, including, but not limited to:

- Election Records;
- Listing of each yearly Council;
- Records pertaining to Site Visit Teams;
- Records of Committees; and
- Records of each Board of Directors,

Shall be kept by the EHAC Office.

National Environmental Health Science & Protection Accreditation Council POLICY & PROCEDURES MANUAL		
Policy No. 2006-12	Draft No. 2006-01	Page 4 of 4

Election records, including ballots, tabulations and related documentation shall be kept for a minimum of four (4) months after the newly elected or re-elected Council Members have taken their places on the Council.

A listing of each Council, including term, position and title held, will be kept permanently by the EHAC Office.

A listing of each site visit team, including school visited, will be kept by the EHAC Office for a minimum of eight (8) years.

Records of the Board of Directors and records of Committees, including steering, ad-hoc, activities, standing, planning and other committees, including, but not limited to agendas, meeting minutes, reports, notes, working paper and related documentation and correspondence shall be kept by the EHAC Office. Minutes, agendas, reports and correspondence shall be kept permanently. All other records shall be kept for a minimum of two (2) years.

Employment Records

All records pertaining to the correspondence of EHAC, including, but not limited to:

- Contracts regarding employment or contract for services;
- Affirmative Action and Equal Opportunity Records; and
- Unemployment Compensation Claim Records,

Shall be kept by the EHAC Office.

Records pertaining to the contracts regarding employment or for services shall include the yearly contract for services with employees. These records shall be kept permanently in hard copy.

Records pertaining to EHAC's compliance with the regulations of the U.S. Equal Employment Opportunity Commission, including affirmative action, shall be kept permanently.

Records pertaining to unemployment compensation claim records, including claim records, notices, reports, records, and related documentation and correspondence shall be kept for a minimum of two (2) years.