

Vermont Association of Broadcasters

Document Retention and Destruction Policy

The Document Retention and Destruction policy of the Vermont Association of Broadcasters identifies the record retention responsibilities of staff, committee chairs and directors for maintaining and documenting the storage and destruction of the Association's documents and records.

Rules

Association staff, committee chairs and directors are required to honor these rules:

1. All paper and/or electronic documents indicated under the terms for retention below will be maintained and stored on Google Drive or other cloud based platforms and accessed by directors and staff through the cloud-based and username and password protected board portal.
2. Once scanned and stored in one of the board portal Google Drive files, all other electronic documents should be deleted from personal computers.
3. Executive Director will keep files on the Google Drive backed up in an "Archives" file on the VAB-owned laptop and is responsible for maintaining the archives.
4. Directors and staff will gain log-in access to the board portal the day they are elected onto the board and/or the date of hire and will lose log-in access on the last day of their term as a director and/or the last day of employment.
5. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

Terms for Retention

The following shall be retained permanently:

1. Governance records: articles of association, by-laws and amendments, policies, member database, Strategic Plan.
2. Meeting Minutes: board and committee meetings
3. Tax Records: Filed state and federal tax returns and supporting records, tax exemption determination letter, employer state tax ID number, W-9 signed by current Treasurer and files related to tax audits.
4. Financial Holdings: List of General Operating and PAC bank accounts and CD holdings locations.
5. Passwords: President and Treasurer will maintain a list of usernames and passwords for all VAB held accounts and subscription services not on the Google Drive for security purposes.
6. VT EAS Plan
7. VAB Voice issues (kept in archives on VAB laptop and on VAB website, but not on board portal)

The following shall be retained for 7 years:

1. Financial Records: Annual Budgets, Annual Profit & Loss statements
2. Employment Records: Employees names, addresses, social security numbers, dates of birth, INS Form, I-9, resume, job description, date of hire and record of notice/termination, evaluations, compensation and benefits, disciplinary matters and payroll records.

The following shall be retained for 3 years:

1. Contracts: Executive Director employment contract, NCSA/PEP client contracts,
2. Insurance Policies: Business Owners Policy/General Liability, Directors and Officers, Professional Errors and Omissions, laptop protection.
3. Licenses and Memberships: Software license agreements, vendor/independent contractor agreements, event venue agreements, website hosting agreement, website domain license, email provider agreement, mailbox and mail forwarding agreement.

The following shall be retained for 1 year:

1. Monthly bank statements, email correspondence, survey information.

***Approved and Adopted by the Vermont Association of Broadcasters Board of Directors
September 11, 2019***