

GROVETON VIRGINIA CIVIC ASSOCIATION RECORDS RETENTION and DESTRUCTION POLICY and PROCEDURES

Date Adopted: October 5, 2009

Originator: Charlotte Brown, GCA President

Purpose

The Groveton Virginia Civic Association (known as the Association) shall retain records in accordance with IRS guidelines and Association purposes, such as immediate or current use, historical reference, or compliance with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including e-mail) regardless of where the document is stored, including desktop or laptop computers, handheld computers and other wireless devices with text messaging capabilities.

In accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act, the Association shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States . . . or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

The Records Retention and Destruction Policy and Procedures will remain active until the Association is no longer designated as a non-profit organization.

The Records Retention and Destruction Policy and Procedures are reviewed annually and are subject to change.

Responsibilities

1. Association Board of Directors will:
 - a. Adhere to this policy and related procedures.
 - b. Ensure all records defined in these procedures are reviewed in accordance with the legal requirements.
 - c. Ensure all records defined in these procedures are passed on to the newly elected Board of Directors.

Procedures to Support Policy

In order to eliminate accidental or innocent destruction, the Association has defined the following document retention guidelines in accordance to IRS requirements for non-profit organizations:

Type of Document	Retention Period
Articles of Incorporation and By-Laws	Permanently
Application and Determination of non-profit status	Permanently
Bank Statements, deposit records, cancelled checks and Reconciliation	3 Years
Correspondence (general)	3 Years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	3 Years
Minutes of the Association Meetings	Permanently
Tax Returns and Worksheets	Permanently