

North American Sundial Society

Policy on Document Retention

In order to meet all financial and legal data requirements, this policy sets the minimum retention periods for critical North American Sundial Society (NASS) documents. The Secretary shall keep the following records:

Item	Description	Min Retention
1	Letter of Determination	Life of NASS
2	Articles of Incorporation	Life of NASS
3	NASS By Laws	Life of NASS
4	NASS Policies	Life of NASS
5	Emails of NASS Financial Commitment or Significant Decisions	Life of NASS
6	Board Meeting Minutes	10 Years
7	List of Board of Directors	10 Years
8	Annual General Meeting Minutes	10 Years

The President shall keep the following records:

Item	Description	Min Retention
1	Membership Listing	3 years

The Treasurer shall keep the following records:

Item	Description	Min Retention
1	Monthly Treasurer's Reports	Life of NASS
2	Semiannual Treasurer's Reports	Life of NASS
3	Restricted Funds Documentation	Life of NASS
4	Bank Statements	10 years
5	Bank Reconciliation Reports	10 years
6	Purchase Invoices & Receipts	10 years
7	Federal Income Tax	Life of NASS

8	MD State Property Tax	Life of NASS
9	Government Notices	10 years
10	W-9	3 years
11	QuickBooks Backup Files	Life of NASS

The designated NASS Agent for Maryland shall keep the following records:

Item	Description	Min Retention
1	Letter of Determination	Life of NASS
2	Articles of Incorporation	Life of NASS
3	NASS Bylaws	Life of NASS
4	NASS Policies	Life of NASS
5	Federal Income Tax	3 years
6	MD State Property Tax	3 years
7	Semiannual Treasurer's Report	3 years

Documents may be retained longer than the minimum required period. Record custodian will notify the Board before destroying retained information.

NASS does not use charge card services for payment. No charge card data is stored at any time. NASS does not routinely record or keep any member bank account information. In the event that bank account information must be used to complete payment transactions, the information may only be retained until the transactions are completed. All confidential information must then be destroyed by shredding.

In the event that W-9s must be issued, the records containing confidential information must be destroyed by shredding at the end of the retention period.

In addition to the above, electronic files critical to NASS operation are to be routinely backed-up and back-ups are to be stored in a safe location. Critical electronic files include:

1. QuickBooks
2. Membership Database
3. Sundial Register Database

Policy Reviewed On	Reviewed By
August 14, 2021	NASS Board
July 28, 2022	NASS Board
June 11, 2023	NASS Board