

**North Front Range Water Quality Planning Association**  
**RECORDS POLICY**

**Date Approved: 3-27-2008**

**Purpose:**

The purpose of the Records Policy is to guide the Association and staff on the retention, storage, review and copying of documents and records of the Association.

**Policy:**

1. Record Retention

All business records and documents of the Association are maintained on site. Refer to the Retention Checklist for specific retention time frames.

As per the Articles of Association, all regular meetings of the Association and the Executive Committee are recorded. These recordings are maintained by the Association for a minimum of 30 days and until such time as the minutes of that meeting have been approved. After 30 days and such time as the minutes have been approved, the recording of that meeting will be discarded.

2. Records and Document Storage

▪ Business Records and Documents

All current business records and documents of the Association are stored on site at the Associations' office. These include:

Bank statements	Corporate Documentation
Payroll	Retirement records
Expense records	Tax records
Audit reports	Personnel files
Agreements / Contracts	

These documents are stored in a filing system divided into the following sections:

- General Records
- Site Applications
- Plan Amendments
- Utility Plan Correspondence
- Monitoring Records

▪ Electronic Records

Electronic Records of the Association are maintained on the Associations' main computer. These records are automatically backed up off site every night that the system is in use. These records include:

General Correspondence	Financial Reports
Policies / Procedures	Archive Documents
Meeting Agendas	208 Plans
Meeting Minutes & Recordings	Plan Amendments

▪ Archive documents

The Associations archive documents are stored as paper documents on site in the safe area of the office or as electronic records. The door to the safe area will be kept closed when not in use to provide additional protection to these documents in the event of a fire. These documents include:

Approved 208 Plans	Misc. Reports & Studies
Approved Utility Plans	Reference Materials
Maps	Meeting Minutes & Recordings
Not Current Business Records	

3. Request for Review and/or Copies

All records of the Association (with the exception of personnel records) are open to the public. A written request is required to view and / or request copies of any records of the Association. The request should include at a minimum: the entity wishing to review the documents and contact information; which records are to be reviewed or copied; and the date the request is being made. Reasonable requests (a limited number) for copies received from member entities will be provided at no cost. Non-member entities will be charged a fee of \$0.25/copy. Multiple copies will not be provided.

4. Transcripts

The Association does not routinely produce written transcripts of the regular Association meetings and Executive Committee meetings. To request transcripts of these meetings a written request must be received within 30 days of the date of the meeting in which the transcripts are being requested. All costs associated with the development of the transcripts will be the responsibility of the entity requesting the transcripts. These costs must be paid in full to the Association prior to the entity receiving the completed transcripts.

### Records Retention Checklist

<b>Document Type</b>	<b>Retention Period (Minimum)</b>
<b>Financial Records</b>	
Agreements & Contracts	8 years
Audit Records	Indefinitely
Bank Records	5 years
Billing Records	5 years
Budget Records	Indefinitely
Dues Records	8 years
Expense Records	5 years
FICA Reports	6 years
Financial Statements	5 years
Payroll Records	5 years
Tax Records	Indefinitely
<b>General Administrative Records</b>	
Agreement & Contracts	8 years
Correspondence	8 years
Corporate Documents	Indefinitely
General Subject Files	Until no longer needed for reference
Meeting Agendas	5 years
Meeting Minutes	8 years
Meeting Recordings	30 days & following approval of minutes
Public Meeting Notices	8 years
<b>Personnel</b>	
Benefits	5 years
Contracts	Current + 5 years after expiration
Insurance	5 years
Personnel Files	Current Employees – Indefinitely Past Employees – 6 years
Timesheets	5 years
Unemployment Insurance	5 years
W-2 Forms	Current Employees – Indefinitely Past Employees – 5 years
Withholding Tax	5 years
Worker's Compensation	5 years