

Document Retention Policy
approved by the Board 1/17/2012

1. It is the policy of RRUUC to retain documents as necessary for the proper conduct of RRUUC's mission and activities and in compliance with all applicable federal, state and local laws and regulations. This policy applies to documents retained in any form, including electronic media of all kinds.
2. In consultation with appropriate committees as necessary, RRUUC staff shall compile and periodically review a list of required holding periods for financial and accounting records and any other documents required to be retained by applicable laws and regulations.
3. Should RRUUC become aware of or reasonably anticipate that a government agency is conducting or will imminently conduct an investigation of RRUUC or that private litigation is pending or threatened, RRUUC shall take affirmative steps, including notification to all staff, to retain all related documents, even though no request has been made for such documents (*e.g.*, subpoena, discovery request, *etc.*).
4. To lessen storage costs and save time, RRUUC staff is encouraged to regularly discard documents and records not required to be retained by this policy nor otherwise needed for fulfillment of RRUUC's mission and activities.
5. The Archives Committee shall determine which records (including web and other electronic documents) not legally required to be maintained, nevertheless shall be retained to preserve a record of RRUUC's history. The Archives Committee shall develop guidelines for this purpose.