

Iowa Swimming Inc

LSC Document Retention Policy

Enacted by IASI Board of Directors Jan 8, 2023 effective immediately

1. Iowa Swimming, Inc., (IASI) takes seriously its obligations to preserve information relating to litigation, audits, and investigations.
2. Retention-Destruction Schedule. SEE TABLE 1.
 - 2.1. The information listed in the retention schedule below is intended as a guideline and may not describe all of the records that IASI may have or be required to keep now or in the future.
 - 2.2. Questions regarding the retention of documents not listed in this chart should be directed to the General Chair.
 - 2.3. The table has columns describing the type of information, the custodian, permissions, and access.
 - 2.4. "Custodian" refers to the anticipated holder, creator, or receiver of the information.
 - 2.5. "Permissions" refers to the persons (or group of persons) who are permitted full rights of access and modification of that information, but subject to all other bylaws, rules, policies, and procedures of the LSC.
 - 2.6. "Access" refers to persons (or groups of persons) who are permitted rights to view but not modify the information.
3. Electronic Documents and Records.
 - 3.1. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time.
 - 3.2. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder.
 - 3.3. Backup and recovery methods will be tested on a regular basis. When the LSC uses a cloud computing service that supplies this service, the LSC may rely on the service's contractual warranties.
4. Delegation, cloud computing, and distributed backups.
 - 4.1. IASI's records will be stored in a safe, secure, and accessible manner.
 - 4.2. Because the officers of IASI are elected volunteers and because the holders of these offices will change periodically and because it is impractical to transfer significant paper files periodically, the Board of Directors may delegate the responsibility for holding permanent and temporary paper files that are otherwise in the custody of the any officer or employee to an IASI employee or to IASI's legal or accounting counsel.
 - 4.3. Documents and financial files that are essential to keeping IASI operating in an emergency will be duplicated or backed up at least every week and maintained securely in a location separate from the originals (unless the cloud storage provides for backup of such information).
 - 4.4. Electronic backups of LSC data will be made twice each year by the administrator designated by the Board of Directors saved on a portable storage device convenient for the purpose and delivered for safekeeping to the general chair, the administrative vice chair, and secretary. The Board of Directors may also direct that additional copies be deposited with one or more additional designees, such as legal or accounting counsel.
5. Document Destruction.

- 5.1. The General Chair or the Chair's designee is responsible for the ongoing process of identifying LSC records, which have met the required retention period, and overseeing their destruction.
- 5.2. Destruction of financial and personnel-related documents will be accomplished by a secure method, such as shredding.
- 5.3. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.
6. Legal hold.
 - 6.1. From time to time, the General Chair may issue a notice, known as a "legal hold," suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings.
 - 6.2. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the General Chair.
7. Compliance.
 - 7.1. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against IASI and its employees and possible disciplinary action against responsible individuals.
 - 7.2. The General Chair and Administrative Vice Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations. The General Chair will periodically report to the Board of Directors on compliance with this policy.
 - 7.3. When new items are identified by law, by USA Swimming, by IASI, or by staff, the Governance Committee will update the document retention policy and report back to the Board of Directors.

Table 1 Schedule of Retention Periods

Item	Retention Period (Years)	Custodian	Permissions	Access
Key: P = Permanently, S = Secretary, T = Treasurer, A = Administrative Coordinator, R = Registrar, E = Executive Committee, F = Finance Committee, P = Personnel Committee, G = Governance Committee SS = Safe sport, # = Individual member/creator				
Corporate Records				
Articles of Incorporation		S	E	All
Bylaws	P	S	E, G, A	All
Corporate resolutions	P	S	E, G, A	All
Board and committee meeting agendas and minutes	P	S	E, G, A	All
Conflict-of-interest disclosure forms	5	S	E, A	All
General Administration				
Equipment files and maintenance records	7 after disposition	A	E, F	E, F
Contracts (not personnel or claims related)	7 after termination	A	E, F	E, F
Correspondence — general	3	#	E, #	E, #
Payables/Invoices (from vendors)	7	A	E, F, A	E, F, A
Receivables/Invoices (to members, customers)	7	A	E, F, A	E, F, A
Member registration forms	2	R	E, R	E, R
Member transfer forms	3	R	E, R	E, R
Club charter information	3	R	E, R	E, R
Finance				
Financial statements (audited)	7	T	E, F	All
Auditor management letters	7	T	E, F	All
Check register and checks	7	T	E, F, A	E, F, A
Bank deposits and statements	7	T	E, F, A	E, F, A
Chart of accounts	7	T	E, F	All
General ledgers and journals	7	T	E, F	E, F, A
Bank reconciliations	7	T	E, F, A	E, F, A
Investment performance reports	7	T	E, F	All
Tax/Nonprofit Status				
IRS exemption determination correspondence	P	S	E, F	All
IRS Form 990s	7	T	E, F	All
Employment Records/Personnel Records				
Employment applications	3	S	E, PC	E, PC
Retirement and pension records	P	T	E, PC	E, PC
Current employee timesheets	7	T	E, PC, A	E, PC, A
Current employee withholding tax statements	7	T	E, PC	E, PC
Current employee Performance Reviews	7 after termination	S	E, PC	E, PC
Terminated employee records	7 after termination	S	E, PC	E, PC
Insurance Records				
Insurance policies	3 after termination	S	E, A, SS	E, A, SS
Claims	P	S	E, A, SS	E, A, SS
Reports of Occurrence received by the LSC office	7	A	E, A, SS	E, A, SS
Real Estate				
Deeds	P	S	E	All
Long-term Leases (expired)	7 after termination	S	E	All
Mortgages, security agreements	7 after termination	S	E	All
Meet Reports				
Meet Financial Reports	3	A	E, A	All
Meet Directors' Reports	3	A	E, A	All
Meet Results	P (Electronic only)	A	E, A	All
Meet Backups	P (Electronic only)	A	E, A	All