

PNSQC Documentation Retention Policy

Version 2* March 9, 2022

** **PNSQC Secretary Note:** This version was approved by the Board of PNSQC on March 9, 2022. Relative to Version 1, Version 2 changes document retention period of certain documents to seven (7) years.*

This policy sets out the Pacific Northwest Software Quality Conference (PNSQC) record retention policy. It specifies which records to keep and length of time to keep specific records to minimize expense of retaining records by not keeping unnecessary records.

Generally, PNSQC keeps records as needed to:

- Provide information and data needed for operations.
- Comply with requests of internal or external auditors.
- Comply with federal, state, and local laws.
- Comply with tax or other regulations of administrative bodies.

Keep only final copies to avoid confusion with drafts. Do not keep working copies in archival storage to reduce expenses.

Definitions:

Leaders: Directors and committee chairpersons of PNSQC and contractors under the direction of PNSQC.

President: President of the board of directors of PNSQC.

General Procedures

The President shall:

- be accountable for storage and preservation of records listed herein, whether written or electronic or in other forms.
- maintain an index generally showing what records exist and which records have been destroyed. This index shall include by reference the index of electronic records.
- set retention periods for records not covered by this policy.
- obtain legal counsel if he or she has questions.

Refer questions regarding retention periods for specific records to the President.

The President

Record of Destruction: The President keeps a permanent record of the archival records destroyed and the method of disposition. When archival records are destroyed, the destruction will be reported to the President.

Identification of Records: Each record shall have a unique identifier that, at a minimum, states the document name, version, and date of the last change (example "PNSQC Conflict of Interest Policy, V0.93, 5/23/2007").

Secretary is responsible for maintenance throughout the year of:

- minutes of board meetings, annual meetings, and other meetings as directed by the President,
- votes as recorded in real or virtual meetings,
- Bylaws,
- Articles of Incorporation,
- proceedings of conferences,
- signed Conflict of Interest Disclosure statements.

Treasurer is responsible for maintenance throughout the year of financial records.

President is responsible for vendor contracts; formal complaints made by members; background checks (if any).

Leaders keep documents and backups on their own during the year and transfer annually to independent archival storage.

Legal Interruption of Normal Operations: On occasion, the President may issue instructions to Leaders to retain specific records required for legal actions or proceedings. When such instructions are issued, the records shall be held until specific authorization is granted for their destruction. In addition, whenever it is known that there are pending controversies, claims, or disputes, the pertinent records shall be held until specific authorization is granted for their destruction. The President, with assistance of the Operations and Infrastructure chair, shall form a procedure for notifying all Leaders with dispatch if certain categories of documents are exempted from destruction by events such as pending, threatened, or reasonably foreseeable, litigation.

Record Retention Time Periods

Records are kept in either electronic or paper form and stored in the specified location as approved by the President and Operations and Infrastructure chair.

- Keep plans, strategies, minutes of meetings of other committees or groups for a period of three years.
- Maintain an on-going record of all “meeting of directors” as defined in the Bylaws.
- File approved annual budget with the board minutes.
- Keep 1099s, vendor invoices and reports of audited invoices for seven years or after completion of IRS audit, whichever is later.
- Retained for 7 years: Voucher copies or checks, approved travel expense records, bank statements of all accounts, record of voided checks, record of charge and bad checks returned from the bank, bank reconciliations, check requests, cash advances.
- Keep internal audit papers for 6 years. This is in line with the standard 7 year requirement minus the year after in which the audit occurs.
- Keep formal complaints and background checks for 7 years.
- Keep agreements, contracts, leases, permits, and insurance policies six years after expiration or termination of the agreement whichever is later. One copy of each regulatory filing shall be kept as long as they are valid.

Maintain the following seven (7) years:

- General ledgers
- Disbursements books
- Check support
- Annual Reports (both financial statements and reports)

Any financial records as required by the IRS for the period specified by the IRS.

Legal Claims against PNSQC

Refer claims or threats of claims against the Pacific Northwest Software Quality Conference to the President. The President shall maintain these records for a period of time determined by the applicable statutes of limitation.