

**MINNESOTA SECTION 1203  
AMERICAN SOCIETY FOR QUALITY  
SECTION POLICY**

<b>POLICY NUMBER: MSP-A-011</b>	<b>SUBJECT: Section Records</b>
<b>ORIGINATION DATE: 5/24/00</b>	<b>ACCOUNTABILITY: Section Chair</b>
<b>APPROVAL DATE: 6/6/00</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: 5/7/02</b>	<b>PAGE NO: 1 OF 4</b>

**1.0 OBJECTIVE**

1.1. The objective of this policy is to define the requirements for retaining records within the Section and organizing records for storage.

**2.0 RELATED POLICIES AND PROCEDURES**

2.1 MSP-A-003

**3.0 SUPERSEDES**

3.1 MSP-A-011 approved 6/6/00

**4.0 SCOPE**

4.1 The scope of this policy is applicable to the Section Executive Board. The Section Executive Board, its officers, and Section member units will apply this Section policy as described herein.

**5.0 TERMS AND DEFINITIONS**

5.1 Section: The term Section shall apply to all entities of the organization chartered as Minnesota Section 1203 American Society for Quality.

5.2 Accounting/Financial - Records associated with invoicing, check requests, bank statements, check carbons, budgets and financial forecasts, investments, audits, and reports.

5.3 Educational - Abstracts, Recertification Journals, Proprietary Copy/Copyrighted materials.

5.4 Legal — Contracts including conferences for space usage, registration services, Insurance, Logos, Licenses and Permits, and Copyrighted materials.

5.5 Historical - Records documenting the history and growth of the Section and its membership.

5.7 Marketing/Advertising - Transactions, Advertising Copy, and Newsletter Copy.

5.8 Misc. - Surveys, Membership Information, Program Information,

**6.0 RETENTION**

6.1 Document retention is maintained for the period listed in the following table. A copy may be retained by the Section office for a minimum period also as defined in the following table.

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<b>ITEM</b>	<b>RETENTION</b>	<b>RETENTION OF COPY</b>
Accounts payable- Invoices/Receipts	7 Years	2 Years
Accounts- Check vouchers / registers	7 Years	2 Years
Accounts - Bank Statements	7 Years	N/A
Accounts - Credit Card Transactions	7 Years	1 Year
Accounts - Journals/Ledgers/Check Requests	Permanent	2 Years
Accounts - Forecasting / Planning	7 Years	1 Year
Accounts - Investments	7 Years	1 Year
Audits	Permanent	1 Year
Capital	7 Years	3 Years
Education - Abstracts	10 Years	N/A
Rectification Journals	5 Years	1 Year
Proprietary Copy / Copyrights	Permanent	N/A
Legal - Contracts	10 Years	1 Year
Legal - Insurance	7 Years	1 Year
Legal - Logo	Permanent	1 Year
Legal - Licenses and Permits	5 Years	1 Year
Historical	Permanent (one copy)	N/A
Marketing - Transactions	Permanent	1 Year
Advertising Copy	3 Years	1 Year
Newsletter Copy	Permanent	1 Year
Membership Information	Permanent	1 Year
Program Information	3 Years	1 Year
Section Correspondence	3 Years	N/A
Taxes - 1099 / Filings	10 Years	N/S

**7.0 RETENTION SCHEDULE / METHODS**

7.1 At a minimum, Section Records will be archived into the Section's Record Storage on an annual basis.

7.2 Methods to create archive documentation include scanned documents, original electronic files or electronic file copy transferred to disc or CD ROM, etc.

7.3 Formats of electronic documents shall be defined and logged so retrieval is possible.

7.4 Regardless of storage media used, archive document must provide for generating a hard copy document.

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**8.0 RECORDS - ACCESS**

8.1 The Section Secretary is responsible for the records of the Section. Access to Section records is administered by the Section Chair, Section Treasurer, and Section Secretary.

8.2 Requests for records are to be made through the Section Office Administrator per the procedure below.

**9.0. REQUEST FOR RECORDS**

9.1 Requests for copies of stored documents are to be made to the Section Office.

9.2 The Section Office Administrator will forward requests for copies of records in permanent storage to the Section Secretary.

9.3 The Section Secretary will retrieve or authorize the Section Administrator to retrieve copies of records from record retention and forward to the Section Office or the requester. Requests for copies of conference Transactions will be charged at cost to the requester.

**10.0 RECORD ARCHIVE LOG**

10.1 A permanent log of items stored in records retention, including the item and location is to be maintained within the Record Storage facility and at the Section Office. Items are to be stored in the categories listed in the above table, and in date sequential order.

**11.0 ARCHIVE PROCEDURE**

11.1 The Section Office Administrator will annually remove, document (log), and organize Section office files intended for storage per the schedule for retention.

11.2 Section Officers, Chair and Co-Chairs, Subsection Officers, Section Task Group Officers will annually remove from their files and organize files intended for storage per the schedule for retention. Files are to be forward to the Section Office Administrator/Section Secretary.

11.3 Documents intended for storage are to be organized in like categories per the document retention schedule for retention. Like documents will be stored for retention with like documents in the order of most recent to earliest date.

11.4 The Section Secretary will receive files from the Section Office Administrator, organize and verify the files are in order for storage.

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11.5 The Section Secretary will file documents in the approved Section Document Retention Facility, maintaining a copy of the Document Log and forwarding a copy to the Section Office.

11.6 Historical records and items may be archived with National ASQ.

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**12.0 PURGE OF ARCHIVE**

12.1 Archived records will be purged per the retention schedule at a minimum of once per year. The Section Secretary shall place this as an agenda item for review and approval by the Executive Board.

12.2 The Section Secretary is responsible for oversight of purging the records preferably at the end of the Secretary's term. A log of records purged is to be maintained by the Section Office.

**13.0 APPROVAL**

13.1 Approved by the Minnesota Section ASQ Executive Board:

\_\_\_\_\_  
Section Chair

\_\_\_\_\_  
Section Secretary

\_\_\_\_\_  
Date