

## **Minnesota Music Educators Association Record Retention and Destruction Policy**

Approved by the Board of Directors September 2016

This policy covers all records and documents, regardless of physical form, which have been created by or received by the Minnesota Music Educators Association (hereafter MMEA) as part of its ongoing work.

This policy will be reviewed by all staff at MMEA, and a signature confirming review will be retained in personnel files. This policy is created in conjunction with other MMEA policies, including the Personnel Handbook and the Conflict of Interest.

MMEA has an agreement with the Elmer L. Anderson Library, Performing Arts Archives, University of Minnesota, (hereafter Archives) to store and maintain historical records for perpetuity. Records which are transferred to the Archives will also be identified below.

### Permanent Records

A copy of the following records will be permanently maintained at the MMEA office location AND at the Archives.

- Articles of Incorporation
- Bylaws, including prior versions
- IRS designation documents
- Minutes of Board of Directors meetings
- Minutes of Committees of Board of Directors
- Audit reports
- Year end financial statements, including depreciation schedules
- Tax returns
- Insurance claims, or legal correspondence or documentation
- Records of Board of Directors and Council of Chairs membership

### Historical Records

A copy of the following program records will be permanently maintained at the Archives, with up to 10 years kept at the MMEA office for reference purposes. Copies kept at the MMEA office may be disposed (without shredding) when they are no longer needed.

- Publications, specifically *Gopher Music Notes* and *Interval*
- Midwinter Clinic Programs
- Recordings of Clinic concerts
- All-State Programs
- All-State recordings

### Financial Records

The following records will be maintained for a period of seven years following the end of the fiscal year, and then will be shredded prior to disposal.

- Bank statements and reconciliations
- Invoices
- Accounts receivable records
- Records of deposits
- Records of checks and other payments
- Payroll records, including timesheets and tax withholding statements (W-2 or equivalent)
- Expense distribution or allocation schedules

An electronic backup of the accounting software and data will be stored for the same period. It should be noted that some of these records could be maintained for a shorter period of time, but MMEA is choosing to retain all for seven years in order to simplify records management. The timeline for retention may be changed in the future, upon approval of the Board of Directors, if records storage requirements change.

#### Credit Card Payment

MMEA accepts credit card payments for many of its programs and services. Although MMEA is a Level IV merchant under the Payment Card Industry Standards, MMEA will strive to voluntarily comply with requirements related to information security. All software applications related to credit card processing are PCI DSS approved. Detailed information on the way in which MMEA stores, processes and protects credit card information is contained in the Financial Policies.

For any financial transaction in which the credit card is written on a registration or other document, or when a credit card number is provided via phone, MMEA will separate a portion of the document which records the transaction and a second section of the document which has the credit card number and expiration date. The portion containing credit card information will be separated from the financial document, and will be shredded as soon as the credit card settles and the bank statement reconciles. These documents will be stored in a locking file cabinet.

#### Human Resource Records

Employment applications (cover letters and resumes) will be retained for a period of three years after the position is hired. Those applications may be disposed without being shredded.

Personnel files (including employment forms such as the I-9, personnel reviews, personnel actions, job descriptions and so on) will be retained for a period of seven years after the employee leaves employment with MMEA. Personnel records will be shredded when they are disposed.

#### Business Documents

The following important business documents will be kept for a period of seven years after the termination of the agreement. They will be shredded when they are disposed.

- Contracts
- Leases
- Insurance policies
- Grant agreements, including terms and reports to funding organizations

## Program Documents

Physical records of program participation will generally be retained for one year from the end of the program. In specific cases outlined below, documents will be retained for seven years.

The following general guidelines were used to determine retention practices at MMEA.

- If a document relates to the general management of the program (i.e. schedule, logistics and so on), it is not covered under this policy and can be disposed when it is no longer useful. Staff members may choose to retain records for program management purposes from year to year.
- If a document contains home address or phone information for any program participant, the document will be shredded.
- If a document related to a minor contains only a parent permission signature and no personal information about the minor other than the minor's name and school, the document does not need to be shredded.
- If a document contains credit card information for payment, the portion containing credit card information must be maintained separately and is covered under credit card payment above. The portion of the document relating to program participation is covered below.

Detailed information is below.

<b>Program</b>	<b>Document Type</b>	<b>Retention Period</b>	<b>Shredded?</b>
Middle Level Festival	Registration	1 year	No
Middle Level Festival	Clinician Agreement	7 years *	Yes
Elementary Festival	Registration	1 year	No
Elementary Festival	Clinician Agreement,	7 years *	Yes
Midwinter Clinic	On-site Registration	1 year	Yes
Midwinter Clinic	Registration	5 years for CEU verification	No
Midwinter Clinic	Session agreements	1 year	No
Midwinter Clinic	Headliner/clinician agreement	7 years *	Yes
Membership	Application	1 year	Yes
All-State Auditions	Registration	1 year	Yes
All-State Audition	Judge Agreements	7 years *	Yes
All-State Summer and February	Conductor Agreements	7 years *	Yes
All-State Summer Camp	Registration/Parent Permission	1 year	Yes
All-State Summer Camp	Health Information	1 year	Yes
All-State Summer Camp	Section Coach and Accompanist agreements	7 years *	Yes
All-State February	Permission	1 year	Yes WHY???
Composition Contest	Registration	1 year	Yes WHY???
All	Program evaluations or surveys	1 year	No

\* Because clinician agreements have a financial impact, copies of the agreement will be retained in financial records authorizing the payment.

If a participant in any MMEA program reports an illness or injury during the event or program, all records related to the individual's participation, including registration, health information, permission, and reports of illness or injury, will be retained for seven years and will be shredded when they are disposed.

It is specifically noted that these policies are effective with the 2008 fiscal and calendar year. Every effort will be made to ensure that the permanent collection is comprehensive, however important information about MMEA prior to having a permanent office and staff (1990) may not be available.