

## **ARTICLE XI: RECORDS MANAGEMENT**

### **SECTION 11.1: RECORDS MANAGEMENT**

#### **PURPOSE**

To prescribe general guidelines for a Records Management Program, to include processes for the organization, retention period and eventual disposal of all categories of records (financial, business, and otherwise) of APCO and APCO's Subsidiaries.

#### **AUTHORITY**

It is recognized that APCO records are of central importance to the attainment of the Association's objectives. APCO recognizes that the membership has a right to expect, and the officers and staff have an obligation to foster, an efficient and cost-effective organization. In recognition of these needs, this document has been established and included in the APCO Policy Manual on behalf of the Association's membership.

#### **POLICY**

1. APCO's policy is to comply with Federal and State statutes for the organization, filing and retaining of old records.
2. The Executive Director shall establish a Records Retention and Management Program. The program shall comply with the requirements of all federal, state, and local laws and regulations, as well as the records retention requirements of APCO's grant-funding agencies.
3. The Records Retention and Management Program shall provide for the retention of records and materials of historical significance to the Association.
4. All processes and procedures incorporated into the Records Retention and Management Program shall be open to further review and comment from the Board of Officers, the Executive Council, and the following Association committees and task forces: the Advisory Committee of each APCO Subsidiary, the Credentials Committee, the Management Committee, and the Historical Committee.