

POLICIES

RECORDS ACCESS AND RETENTION

To provide policy guidance relative to providing access to association records, and for the retention of records.

Scope

This policy applies to all NCMA members, volunteers, officers and staff who access or retain association records.

Association records include, but are not limited to, corporate documents such as articles of incorporation, bylaws, board resolutions and decisions, meeting minutes, written communications to members, leadership rosters, accounting records, membership records and reports filed with municipal, state, or federal agencies.

Responsibility

The Executive Director is responsible for establishing and maintaining records retention systems and procedures as required to implement this policy, and for providing access to records to eligible persons, in compliance with state and federal laws.

Records Retention

The following records shall be maintained, in paper or electronic form, for the periods specified:

| <u>Record</u> | <u>Retention Period</u> |
|--|---|
| Articles of Incorporation, and all amendments | Permanently |
| Bylaws, and all amendments | Permanently |
| Tax exemption application (Form 1023 or 1024) | Permanently |
| Board of Directors Meeting Minutes, including board committee minutes, resolutions, decisions, and attachments. | Permanently |
| Annual information returns filed with the IRS (Forms 990) | 7 years from the filing date |
| Accounting records, including financial reports, and investment records, receipts records, disbursements records, bank statements, inventory records, and fixed asset records. | For the past 7 complete fiscal periods |
| General Membership Meeting Minutes | 3 years from the date of the General Membership Meeting |
| Annual report that was filed with the state | 3 years from the filing date |

| <u>Record</u> | <u>Retention Period</u> |
|---|--|
| Written communications to members | 3 years from the date of the communication |
| Names and addresses of officers and directors | For currently serving officers and directors |

Access to Records

NCMA will provide access to its records in compliance with law.

The following documents will be made available for inspection to the general public within 5 days upon receipt of a written request:

- The three most recently filed annual information returns filed with the IRS (Forms 990); and
- A list of the names and addresses of the current officers and directors.

The following additional documents will be made available to NCMA members for inspection within 5 days upon receipt of a written request:

- Articles of incorporation, and all amendments;
- Bylaws as currently in effect;
- Tax exemption application (Form 1023 or 1024);
- Board resolutions relating to membership classes and rights;
- Minutes of General Membership Meetings, and any actions taken by members without a meeting, for the past three years;
- Written communications to members within the past three years;
- The most recent annual report filed with the state.

NCMA members may also inspect the following additional records if they have been a member for at least 6 months immediately preceding the record request and make a request in good faith for a proper purpose. In addition, the records requested for review must be directly connected with the purpose for the request:

- Excerpts from minutes of Board of Directors meetings and Board Committee meetings;
- Records of actions of the Executive Committee acting in place of the Board;
- Accounting records; and
- Records of members (including names and addresses of members in alphabetical order).

A member's agent or attorney has the same inspection rights as the member.

If a person requests copies of records, they may be charged a reasonable fee to cover labor and materials for making the copies.