

Records Retention and Destruction

Retention of records provides valuable historical reference documents for the organization. Old records that are rarely, if ever, used take up valuable, expensive space; yet premature destruction of records can be a costly and sometimes embarrassing mistake.

It is the policy of the Maple Valley-Anthon Oto School Foundation to retain records as required by law and as needed for reference and to destroy them when appropriate.

The organization's Secretary and Treasurer maintain the current records in their possession. Records needed for reference on an infrequent basis are stored at the MV-AO Superintendent's office in a fire proof file. When records are added to this file, they will be added to the record log for ease of retrieval. Records will not be removed from the Superintendent's office unless in copy form.

The Destruction of records must be approved via a "Records Destruction Form". Once the records have been destroyed, a copy of the form will be included in the Records Log.

Anything that relates to an individual or contains social security numbers or test materials should be shredded.

A "Warehouse Records Inventory List" will be maintained and included in the Records Log. This list will show what records are currently in the warehouse.

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