

Record Retention and Destruction Policy of the Kansas Paralegal Association

Adopted April 21, 2015

I. Purpose

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained to ensure that records that are no longer needed by the Kansas Paralegal Association or are of no value are discarded at the proper time.

II. Policy

This Policy represents the Kansas Paralegal Association's policy regarding the retention and disposal of records. Electronic documents will be retained as if they were paper documents.

III. Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of the Kansas Paralegal Association.

The President (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. Destruction of documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or request for production of documents. Destruction will be reinstated upon conclusion of the investigation.

The Administrator is also authorized to: request modifications be made to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the Kansas Paralegal Association; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

IV. Applicability

This Policy applies to all physical records generated in the court of the Kansas Paralegal Association's operation, including both original documents and reproductions.

APPENDIX A – RECORD RETENTION SCHEDULE

File Category	Record Type	Retention Period
Corporate Records		
	Articles of Incorporation	Permanently
	Bylaws (and Amendments thereto)	Permanently
	Standing Rules (and Amendments thereto)	Permanently
	Board Meeting Minutes with Reports	Permanently
Election and Appointment Records		
	Nomination Forms	1 year
	Consent to Serve Forms	1 year
	Appointed Board Positions	1 year
	Ballots	Destroyed by Motion of the Board pursuant to KPA Standing Rule VII(C).
Finance and Administration		
	Financial statements (end-of-year)	Permanently
	Financial statements (audited)	7 years
	Check register and checks	7 years
	Deposit slips and cancelled checks	7 years
	Bank statements	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Contracts and agreements	7 years (after expiration or termination)
	Grant records and awards	7 years (after completion of grant period)
	General correspondence	3 years
Insurance Records		
	Policies with certificates	7 years
	Claims and settlements made	Permanently
Membership Records		
	Copies of <i>In Brief</i> ... Newsletter	5 years
	Internship Placement Assistance Program Applications	1 year
Tax		
	IRS exemption determination and related correspondence	Permanently
	State and Federal tax numbers	Permanently
	IRS Form 990's	7 years