



Northern California Volleyball Association (NCVA) Records Retention & Destruction Policy

1. Purpose

The purpose of this Records Retention & Destruction Policy is to ensure that the Northern California Volleyball Association (NCVA) maintains compliance with applicable federal and state laws, including California non-profit record retention requirements, and follows best practices for the management, retention, and disposal of organizational records.

2. Policy Statement

NCVA is committed to retaining records as required by law, ensuring proper archival of key documents, and securely destroying records that are no longer needed. This policy applies to all records, whether physical or electronic, created or received during NCVA's operations.

3. Retention Periods

Records shall be retained according to the following schedule:

A. Corporate Records

- Articles of Incorporation, Bylaws, and Amendments – Permanent
- IRS Determination Letter – Permanent
- Annual Reports – Permanent

B. Financial Records

- Audited Financial Statements – Permanent
- General Ledgers – Permanent
- Bank Statements, Deposit Records, Reconciliations – 10 years
- Expense Reports and Invoices – 10 years
- Payroll Records – 10 years
- Tax Returns and Filings – Permanent

C. Legal & Compliance Records

- Contracts and Agreements – 10 years after expiration
- Insurance Policies – Permanent
- Litigation and Claims Records – 10 years after resolution
- Conflict of Interest Disclosure Forms – 7 years

D. Personnel Records

- Employee and Volunteer Personnel Files – 10 years after termination
- Background Checks – 7 years
- Workers' Compensation Records – 10 years

E. Program and Event Records

- Tournament and Event Registrations – 5 years
- Team and Player Rosters – 5 years
- High-Performance Program Records – 5 years

F. Electronic Communications

- Email Correspondence – Retained as needed; emails with legal or financial relevance should follow the appropriate category above.

4. Secure Destruction of Records

Records that meet their required retention period shall be destroyed in a secure manner:

- **Paper records:** Shredded or incinerated to prevent unauthorized access.
- **Electronic records:** Permanently deleted from servers, cloud storage, and backup systems, ensuring no residual recoverability.

5. Litigation Hold Policy

If NCVA is involved in litigation, audits, or government investigations, all related records must be retained until the issue is resolved, regardless of the retention period outlined above. The Executive Director or designated legal counsel will notify staff of any litigation holds.

6. Compliance & Oversight

NCVA staff and board members are responsible for understanding and adhering to this policy. The Executive Director will oversee compliance, ensuring that records are properly maintained and disposed of in accordance with legal requirements.

7. Policy Review

This policy will be reviewed annually by the NCVA Board of Directors and updated as necessary to ensure compliance with evolving legal requirements and best practices.

Approved By: Donna Donaghy

This policy ensures compliance with California's non-profit regulations, IRS requirements, and best practices for records management. Let me know if you need adjustments!