



RECORDS RETENTION POLICY

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| Date Adopted: | 10, 27, 2011 | Date Revised: | December 01, 2022 |
| Author: | NWCCOG | | |

POLICY:

All records, electronic and print, shall be retained in accordance with the adopted policy. All records governed by this policy must be retained for the minimum period specified before being destroyed. Any grant guidance or contract that requires a greater period of retention shall be followed in place of this policy. All documents are encouraged to be stored electronically when possible. Technology storage solutions shall be evaluated annually to ensure that they are still a viably usable product.

PROCEDURE:

Annually, documents shall be sorted, boxed, labeled and stored. When possible, documents with like ages of retention shall be boxed together to make disposal more convenient. Each program shall be responsible for their own records disposal. All records which have any confidential or personal information shall be shredded before disposal. The attached document, applicable grant guidance, contracts and program regulations shall be reviewed regularly to ensure adequacy and completeness.

<https://www.rmm-i.com/wp-content/uploads/2018/02/municipalities-retention-plan-1.pdf>