

Evergreen Region Volleyball Association (ERVA) Records Retention and Destruction Policy

Purpose

The purpose of this policy is to ensure that records maintained by the Evergreen Region Volleyball Association (ERVA) are properly managed, retained, and disposed of in accordance with federal and state regulations applicable to non-profit organizations. The policy aims to meet both operational needs and regulatory compliance while recognizing space and resource constraints for physical storage. As part of ERVA's ongoing efforts to build a more efficient and sustainable organization, records will be primarily retained in digital form, and efforts will continue to digitize any remaining physical records.

Scope

This policy applies to all records of ERVA, including physical and digital records, created or received by the organization in the course of its activities. This policy governs the retention of records related to membership, tournament information, financial documentation, and other essential business operations.

General Policy

ERVA is committed to maintaining records that comply with applicable state and federal regulations, and all records will be handled and retained in a manner that ensures they are protected from unauthorized alteration, destruction, or concealment. No individual will knowingly alter, destroy, conceal, or falsify any record with the intent to commit fraud, unethical acts, or in violation of state or federal law. Furthermore, no records shall be destroyed or altered with the intent to obstruct or influence investigations or the proper administration of matters within the jurisdiction of the ERVA Board of Directors or any external authorities.

Responsibilities

Maintaining and managing ERVA's records is primarily the responsibility of the office staff, with input from the ERVA Board of Directors, the bookkeeper, accountant, and other relevant partners. Records retention and related practices will also adhere to the regulations and guidance provided by the State of Washington and applicable non-profit governance laws.

Records Retention Schedule

Records will be retained for the minimum period required by law but may be kept for a longer period based on operational needs or other organizational requirements. Specific retention periods for certain types of records are outlined below:

1. Membership Information

ERVA will retain membership records for **seven years**. These records include names, addresses, contact information, certification details, and any information for individuals who purchased a membership within the last seven years. This also applies to those who purchased single-event memberships or other non-upgraded memberships.

- All membership data will be digitized, secured, and stored electronically.

- ERVA does not retain or have access to payment information related to membership purchases, either past or current.

2. Tournament Information

ERVA maintains a fully digital tournament administration system. Hard copies of score sheets and rosters from individual tournaments will be retained for **six months**. As the organization continues to transition to a fully electronic system, records will be kept in digital format for the same period.

- Past tournament results will be accessible on the ERVA website for reference.

3. Financial and Governance Records

Financial and governance records, including budgets, board meeting minutes, tax filings, contracts, and other critical documents, will be retained for a minimum of **seven years** or longer if operationally necessary.

4. Other Operational Records

All other records that do not fall into the above categories will be retained for the period specified by the applicable legal, regulatory, or operational requirements.

Manner of Disposition

Once the retention period for any record has expired, the record will be securely destroyed.

Preferred methods of destruction include:

- **Shredding** of paper records by a licensed, certified information destruction company.
- **Permanent deletion** of digital records through secure data-wiping procedures to ensure no recovery of deleted files.

Compliance with Laws and Regulations

ERVA will comply with applicable federal and state laws concerning records retention, including but not limited to the laws of Washington State and relevant non-profit regulations. Any changes in regulations or new legal requirements will be incorporated into this policy.

Review and Oversight

This policy will be reviewed annually by the ERVA Board of Directors or the designated responsible party to ensure it remains in compliance with all relevant laws and regulations. The retention periods and practices outlined in this policy will be updated as necessary.

Acknowledgment

By participating in the activities of ERVA, employees, contractors, and volunteers acknowledge and agree to follow this Records Retention and Destruction Policy.