



## **Gotham Volleyball Document Retention and Destruction policy**

### **Purpose and scope of this policy**

This policy outlines the responsibilities of the Gotham Volleyball Board of Directors, and its other leaders, volunteers, and contractors in retaining documents and records for compliance with federal and state laws, and for the smooth operation of the league. As a result, it also outlines when and how certain documents may be destroyed to avoid unnecessary costs or clutter.

Documents include all paper and electronic records generated in the normal course of business. Documents also include communications, both internal and external, that are related to operations of Gotham Volleyball.

### **General principles**

If there is any doubt about the applicability of this policy, a document should be retained and discussed with an Officer of the corporation: President, Secretary, Treasurer, or VP.

This is especially important for documents that could presumably be related to an ongoing or future dispute, e.g., Grievance Committee proceeding, government investigation, potential lawsuit.

Gotham Volleyball leaders should use Gotham's technology, hardware and software, whenever possible and practical. Documents created using personal hardware and software should be promptly moved into Gotham Volleyball's storage for appropriate retention. Paper documents that require retention should be handed over to the appropriate Officer for retention. Until said documents are handed over to Gotham Volleyball, the individual who created them is responsible for their retention in accordance with this policy.

### **Circumstances warranting longer retention**

Any documents that could be presumably related to an ongoing or future Grievance Committee proceeding, government investigation, or legal dispute lawsuit should be retained, even if beyond the retention period stated in this policy.

Similarly, documents that might have historical value to the organization and its mission should be retained, as directed by the Historian.



## **Documents to be retained indefinitely**

The following documents should be retained permanently:

- Articles of Incorporation, including amendments
- IRS letters of determination and Form 1023
- Correspondence with federal and state government and/or related to legal matters
- Sales tax exemption documents
- Annual filings, federal and state
- Bylaws
- Board policies and resolutions
- Board meeting minutes
- Board or other Officer election records
- CPA audits, reviews, and compilations
- Financial statements and budgets
- Insurance policies
- Membership lists
- Annual reports
- Logos and branding assets

## **Documents to be retained for 7 years**

The following documents should be retained for at least 7 years:

- Invoices
- Expense reimbursements
- Contractor timesheets and payments
- Accounts payable ledgers and schedules
- Contracts, notes, permits and leases (from the expiry date)
- Election records for non-Officer Board members

## **Documents to be retained for 3 years**

The following documents should be retained for at least 3 years:

- Bank statements and reconciliations
- General correspondence
- Inventory records

## **Documents of variable retention**

The following documents should be retained according to their respective use in business operations



- Personal Identifying Information, when downloaded from Gotham Volleyball's secure systems, should be destroyed immediately after use
- Election and nomination records not mentioned above should be kept until the end of their respective term
- Data that impacts the eligibility of a player, e.g., Division / Class played should be uploaded the proper system as soon as tryouts conclude, e.g., LeagueApps and retained for three seasons or until the data no longer has any bearing on eligibility
- Final tryout documents, e.g., attendance lists, draft lists, captains' acknowledgement forms, draft chair records should be retained until the corresponding tryout of the following season as the official records in case a grievance is filed regarding drafts
- Interim tryout documents created for the convenience and organization of coaches and volunteers participating in each tryout, e.g., court sheets, player reports, captain / coach notes are not designed to be the official record of the tryout nor retained past the tryout itself and can be destroyed by the end of that tryout day

## **Oversight**

The Board of Directors will oversee the application of this policy. Willful or inadvertent violations of this policy may be referred to the Grievance Committee for investigation. Depending on severity, the Grievance Committee may impose sanctions including warning, required training, suspension from leadership role, or termination.

*Adopted by the Gotham Volleyball Board of Directors on 9/17/2024 by unanimous consent. Present: Kyle Williams, Gregory Rubin, Andre Carneiro, Bryan Hobgood, Alex Deng, Lewis Smith and Joshua Christensen.*