



Title: Record Retention and Destruction Policy	Number: GA-009
Cross Reference: GENA will follow the ENA guidelines for Record Retention and Destruction.	
Approved by: GAENA General Assembly	Origination Date: 11/13/2021
Revised by: GAENA ByLaw/Policy Committee	Approval Date:
	Revision Date: 01/2025

I. **POLICY PURPOSE:**

To describe what records are kept, for how long, who keeps them, and how to track which records are destroyed

II. **POLICY BACKGROUND:**

The GAENA will ensure appropriate and legal maintenance of documents, paper and electronic.

III. **PROTOCOL:**

1. The Georgia State Council Emergency Nurses Association (ENA) will maintain certain records permanently. These include:

- Tax returns
- Annual reports
- Audit reports
- Bylaws
- Articles of Incorporation
- Meeting minutes
- Property and equipment records
- Trademark registrations and copyrights
- Printer's proofs of all publications
- Legal documents
- Tax-exempt status filings and any other documents that pertain to the establishment and permanent operation of the GAENA.

2. The Georgia ENA will retain certain accounting records for seven years in order to meet statutory, tax, grant, and audit requirements.

These include:

At the end of the officer's term, the officer will pass on the records of their office.

The Secretary passes to Secretary all documents pertinent to this office.

The Treasurer passes to the Treasurer all documents related to finances, as well as taxes and information related to the accountant.



The President passes to in-coming President all documents related to this position.

The process of destroying records optimally is done with two people.