

**DOCUMENT RETENTION AND DESTRUCTION POLICY  
EFFECTIVE MARCH 2009**

**Prepared By**

Document Owner(s)	Organization Role
Marcia Zitowsky	Chief Financial Officer
Racquel Orenick	Corporate Counsel

**Approved By**

Name/Organization Role	Date of Approval
H. Stephen Lieber, President/CEO	
Board of Directors	

**Version Control**

Version	Date	Author	Change Description
1	March 2009	R. Orenick	Original Policy

This Policy and Procedure Manual does not constitute nor should it be construed as a promise of employment or as a contract between the Healthcare Information and Management Systems Society and any of its employees.

The Society, at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

## DOCUMENT RETENTION AND DESTRUCTION POLICY EFFECTIVE MARCH 2009

**PURPOSE:** This policy is enacted in to identify, retain, store, and dispose of the Association's records in an appropriate, legally sound, and orderly manner, and to account for appropriate operational and legal considerations, including those requirements set forth by the Internal Revenue Service and the Sarbanes-Oxley Act.

**POLICY:** It is the Society's policy to maintain complete, accurate and high quality records. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth herein. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed upon lapse of their retention period set forth in the Implementation Procedures identified below and approval from the Chief Financial Officer. All record destruction must be documented in the record destruction log maintained by the Chief Financial Officer, who is responsible for administering this policy.

Irrespective of designated records retention periods, upon (i) receiving notice of a lawsuit, government investigation, or other legal action against or involving the Society, or (ii) learning of circumstances likely to give rise to such an action, proceeding or investigation; all documents in any way relating to such matter shall be preserved and safeguarded.

No officer, vice president, director, employee, volunteer, or agent of HIMSS shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case. This policy covers all records and documents of HIMSS. HIMSS reserves the right to amend, alter and terminate this policy at any time and for any reason.

Documents maintained solely in electronic format will be scanned and retained in electronic folders on the Society's network. All records or directories will be password protected and will be physically stored on separate network servers from their original server, with access only provided to the appropriate employee(s). Daily backups will be performed and the records will be stored off site in a security warehouse that meets the Society's strictest security handling and safety practice requirements. The Society's management shall conduct spot checks and visits to ensure the appropriate backup and handling of the information.

**APPLICABILITY:** This policy applies to all employees, volunteers, and agents of HIMSS. Violation of this policy by an employee will result in disciplinary action against such employee, up to and including termination of employment. Violation of this policy by a volunteer or agent will result in termination of such volunteer's or agent's relationship with HIMSS. Depending on the circumstances, civil and criminal prosecution also may result.

**ASSISTANCE:** Chief Financial Officer, Corporate Counsel

**AUTHORIZED BY:** President & CEO

**IMPLEMENTATION PROCEDURES:**

The Chief Financial Officer shall maintain a records destruction log in which all record destruction must be documented to include the following information:

- ♦ Verification of lapsed retention period
- ♦ Name of person destroying records
- ♦ Method of record destruction
- ♦ Date of record destruction
- ♦ CFO Authorization to destroy records

Generally, records must be retained in accordance with the index below. The Chief Financial Officer must be consulted before destroying any record not listed herein or varying from this retention schedule:

RECORD	RETENTION PERIOD
Accident reports and claims (settled cases)	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports of accountants	Permanently
Bank reconciliations	7 years
Capital stock and bond records; ledgers; transfer registers; stubs showing issues; record of interest coupons; options; etc. (expired)	7 years
Cash books	Permanently
Charts of accounts	Permanently
Contracts and leases (expired)	7 years
Contracts and leases still in effect	Permanently
Correspondence (routine) with members, customers, or vendors	1 year
Correspondence (general)	3 years
Correspondence (legal and important matters only)	Permanently
Deeds, mortgages and bills of sale	Permanently

RECORD	RETENTION PERIOD
Depreciation schedules	7 years
Employee personnel records (after termination)	3 years
Employment applications	3 years
Expense analyses and expense distribution schedules	7 years
Audited financial statements (end-of-year, other months optional)	Permanently
General and private ledgers (and end-of-year trial balances)	7 years
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	7 years
Inventories of products, materials and supplies	7 years
Invoices to members and customers	7 years
Invoices from vendors	7 years
Journals	7 years
Membership applications	3 years
Minutes of directors and committees, including by-laws and charter	Permanently
Notes receivable ledgers and schedules	7 years
Payroll records and summaries, including payments to pensioners	7 years
Petty cash vouchers	7 years
Physical inventory tags	7 years
Property appraisals by outside appraisers	7 years
Property records, including: costs; depreciation reserves; end of year trials balances; depreciation schedules; blueprints and plans	7 years
Purchase orders (except purchasing department copy)	7 years
Requisitions	7 years
Sales records	7 years
Scrap and salvage records (inventories, sales, etc.)	7 years
Stock and bond certificates (canceled)	7 years
Stockroom withdrawal forms	2 years
Subsidiary ledgers	7 years

RECORD	RETENTION PERIOD
Tax returns and worksheets; revenue agents' reports and other documents relating to determination of income tax liability	Permanently
Time books	7 years
Trade mark registrations	Permanently
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc. (Includes: allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses.)	7 years