



## HIMSS Chapters Records Retention Policy

**Effective Date: July 10, 2021**

### **1. PURPOSE**

This policy is enacted to identify, retain, store, and dispose of HIMSS Chapter documents and records in an appropriate, legally sound, and orderly manner, and applies to all records and documents of HIMSS Chapters. This policy sets forth the recommended minimum retention periods applicable to all HIMSS Chapter records based on legal requirements and practical considerations. This policy should be applied in the same manner to records in printed form and electronic format, unless otherwise specified.

It is HIMSS' policy to maintain complete and accurate Chapter records. HIMSS Chapter records are to be retained for the period of their immediate use, unless longer retention is required for (1) historical reference, (2) contractual, legal or regulatory requirements, or (3) for other purposes or duration as stated in this policy. HIMSS staff may, however, decide that more extended retention periods are desirable for legal, programmatic or historical purposes. HIMSS reserves the right to amend, alter, and terminate this policy at any time and for any reason.

### **2. AUDIENCE**

This policy applies to all HIMSS Chapter leadership, staff, officers, directors, employees or volunteers who have access to or responsibility for Chapter records.

### **3. POLICY**

#### *3.1 General Considerations*

There are international, national, state, and local requirements often dictating which HIMSS records can be disposed of and how long they are legally required to be retained. In addition to those records for which a legal retention obligation exists, there are documents considered vital to the business and preservation of assets. Basic guidelines for determining which records to retain and those to destroy are as follows:

- All records are retained for the period required by applicable state and federal laws and regulations.
- All records necessary for business reasons are retained for a period that will reasonably assure the availability of those records when needed.

#### *3.2 General Requirements*

- Records located on a HIMSS-provided document repository must be related to Chapter business or activity.
- Chapter leadership is unauthorized to store any non-Chapter related materials on a HIMSS-provided document repository.
- No HIMSS Chapter officer, director, employee or volunteer shall knowingly destroy or delete a Chapter record without HIMSS board knowledge and approval, specifically 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.

### 3.3 *HIMSS Chapter Document Repository Access*

The HIMSS Chapter Engagement team provides access to Chapters choosing to use the HIMSS-provided document repository. Access is provided to all chapter board members as submitted through Accountability Reporting, and subsequent updates as requested. Additional access will not be granted to non-board members. Members with site access are prohibited from facilitating or providing access to anyone else without obtaining written approval from the HIMSS Chapter Engagement team.

### 3.4 *Records Retention Periods*

- Accounts payable ledgers and schedules [7 years]
- Accounts receivable ledgers and schedules [7 years]
- Bank statements [3 years]
- Bank reconciliations [3 years]
- Audit Reports [Permanently]
- Receipts [6 years]
- Correspondence (routine) with members, customers, or vendors [3 years]
- Correspondence (general) [1 year]
- Correspondence (legal and important matters only) [Permanently]
- Insurance policies (current and expired) [Permanently]
- Insurance accident reports (current and settled cases) [Permanently]
- Ordinary contracts [6 years after expiration or termination]
- Audited financial statements [Permanently]
- Vendor/Sponsorship/Membership/Registration Invoices [7 years]
- Board Minutes and Agendas [Permanently]
- Bylaws (including any amendments) [Permanently]
- Board of Directors and Executive Appointments [Permanently]
- Sales records [7 years]
- Tax returns and supporting documents [Permanently]

### 3.5 *Disposition of Records*

After expiration of the applicable Retention Period, and except for any records subject to a Retention Period exception per the Exceptions section of this policy, the record in question may be destroyed. HIMSS staff may also take action to ensure appropriate disposition of the record in question.

#### **4 EXCEPTIONS**

All records that meet the following exceptions must be retained until HIMSS Legal specifically advises that other action may be taken:

- Matters that are under investigation or that are the subject of any claim or litigation, and
- Matters that are anticipated to be the subject of a reasonably foreseeable investigation, claim, or litigation.

#### **5 ENFORCEMENT**

Chapters found to have violated any provision of this policy may be subject to sanctions up to and include removing access rights, termination of chapter leadership position or Chapter membership or affiliation (as applicable), termination of any applicable contract(s), and/or related civil or criminal penalties.