

Records Retention Policy

CAPACRAO's record retention policy focuses both the identification of records to be maintained as well as identifying the retention period for these documents.

Overall, CAPACRAO's goal is to:

- Ensure that records are maintained in accordance with applicable federal and state laws
- Preserve records that are critical to CAPACRAO's history or future needs
- Ensure that records are available when needed
- Provide for routine destruction to minimize costs and maximize efficiencies

Government regulation, fiduciary law, corporate accounting practices, and other external influences may mandate certain records be maintained.

Records are maintained by individual CAPACRAO' officers, but the two main repositories for records are the files maintained by the President and on the CAPACRAO website. A complete list of records maintained is listed on a separate document entitled CAPACRAO Record of Retention – List of Documents” and can be accessed on the Association web site.

Policy

The Executive Board will annually review what is maintained on the CAPACRAO website.

Specifically, this review will help determine what is to be kept, archived, or deleted paying special attention to which records are considered part CAPACRAO's operational history.

The President and secretary will work with the rest of the board to determine which records should continue to be maintained in his/her files or if there are documents that can be destroyed and/or archived through CAPACRAO's google drive. Committee chairs are to share with the secretary any documents pertaining to their committees that are not maintained on the CAPACRAO website. This would include, but not limited to, meeting minutes, surveys, correspondence, and reports.

Collegiate Registrars and Admissions Officers