

## **Sun Country Region Records Retention Policy (Rev May 2023)**

The policy of the Sun Country Region Volleyball Association (SURVA) is to both manage and retain records in a fashion that complies with federal and state regulations pertaining to nonprofit organizations. The manner of management and retention will meet operational needs, while also recognizing constraints the organization faces with physical storage space. Records may be in various forms but will be predominantly digital. SURVA continues to make efforts to digitize old records and is working toward building a more efficient organization.

It is the policy of SURVA that no one will knowingly alter, destroy, conceal, falsify, or otherwise harm any record or document for the purpose of committing any financial fraud, unethical act, or a violation of state or federal law. Additionally, no harm may be done to records with the intent of impeding, obstructing, or influencing an investigation or the proper administration of any matter within the jurisdiction of the SURVA Board of Directors, outside investigators, or any state or federal agency.

Maintaining records is primarily the role of the SURVA office staff, with input from the region's Board of Directors, bookkeeper, accountant, and other partners.

Records retention, as well as other nonprofit business practices, are governed by the State of Texas Department of Financial Institutions. Records may be kept for a longer period of time than minimum standards based on operational needs or other constraints.

### **Procedures Relating to Membership Information**

SURVA will retain membership records for seven years. This information includes names, addresses, contact information, and certification information of individuals who purchased a SURVA membership at any time in the last seven years. This will also include information for those who purchased single-event memberships or another membership that was not upgraded. Information is digitized, secured and stored by the SURVA Board of Directors. SURVA does not store payment information used to purchase memberships and does not have access to that information, either from past membership purchases or for memberships purchased in the current season.

### **Procedures Relating to Tournament Information**

SURVA has a 100% digital tournament administration system. Hard copies of scoresheets and rosters from individual tournaments will be kept for six months by the tournament host. As SURVA moves toward electronic administration, records will be kept in digital form for the same period of time. Previous tournament results can be found on the Sun Country website.

### **Manner of Disposition**

Upon expiration of a retention period for a group of records, shredding by a licensed company specializing in information destruction is preferred. Certificates of destruction will be maintained the SURVA Board of Directors each time such action is performed.