



ANNA
American Nephrology
Nurses Association

Policy	2.13
Revised Policy	9/18
Revised Procedure	8/24
Bylaws & Policy Committee	8/24
BOD Reviewed and Approved ...	9/24
DEI Reviewed	2022-23
Substituted for	9/16
Original Date.....	11/00

POLICY & PROCEDURE

DOCUMENT RETENTION AND DESTRUCTION POLICY – MAINTENANCE OF ANNA RECORDS AND EQUIPMENT

POLICY

The American Nephrology Nurses Association (ANNA) shall 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 Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements, or for other purposes as may be set forth herein.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, will be destroyed.

No officer, director, contracted individual, volunteer, or agent of ANNA will 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 ANNA.

ANNA records will be maintained per the schedules indicated in procedure. Upon change of leadership, the outgoing officer will be responsible for orienting the incoming officer and providing any records needed for future work to the incoming officer.

PROCEDURE

1. The following documents and organizational records will be kept permanently:
 - a. Articles of incorporation
 - b. Other organizing and governing documents
 - c. IRS tax-exemption determination letter
 - d. Bylaws and all amendments
 - e. Minutes of the Board of Directors (BOD)
 - f. Legal correspondence
 - g. Annual financial statements, including annual certified audits
 - h. Income tax returns (Form 990 and Form 990-T)
 - i. Intellectual Property Records: Copyright and trademark registrations and samples of protected works.

2. The following financial and accounting records will be kept for seven (7) years:
 - a. Cash receipts/accounts receivable
 - b. Cash disbursements/accounts payable
 - c. Sales
 - d. Purchases
 - e. Bank statements / reconciliations / cancelled checks
 - f. Bank deposit slips
 - g. Credit card receipts
 - h. Paid invoices
 - i. Expense records
 - j. Federal and state forms such as 1099s
 - k. Chart of accounts
 - l. Insurance Policies – property, liability, directors and officers, etc.
3. The following accounting records will be kept for three (3) years:
 - a. Annual budgets and approved revisions
4. Other documents are to be discarded every three (3) years.
5. Working drafts of major Association projects will be maintained as a confidential file in the ANNA National Office.
 - a. The Board Liaison will notify the Committee Chairperson and/or Project Director of the need to maintain official working drafts at the national level. The notification will include the maintenance site, designated custodian, and instructions. A copy of this notification will be sent to the designated custodian and BOD.
 - b. The issuing Committee Chairperson or Project Director will forward a copy of all pertinent drafts to the ANNA National Office unless otherwise indicated.
 - c. All working drafts will be dated, numbered in sequence, and identified with the original project title by the designated custodian of the document.
 - d. All working drafts will remain on file until after completion of the project.
 - e. Materials that are sensitive or confidential may not be distributed without approval of the National President.
6. Other electronic documents are to be deleted annually from all individual personnel computer memories, from all organization networks, and from all backups.
7. An inventory list of all equipment owned by the Association and Chapters will be maintained and updated annually. This would include such items as recorders, laptop computers, and LCD projectors.

8. At the Chapter Level:

- a. Records for applicable documents and records will be maintained per the **schedules indicated above**. Retained records will be passed to the responsible successor within the chapter:
 - (1) The Chapter President will maintain the chapter charter, plaques, and other permanent documents and pass the retained records to his/her successor.
 - (2) The Chapter Secretary and Chapter Treasurer will purge records annually to maintain and pass the retained records to his/her respective successor.
 - (3) The Chapter President-Elect will maintain and pass the retained records to their successor of any educational meetings for which contact hours were provided by an approver. The requirement for retaining information about education established by the American Nurses Credentialing Center (ANCC) is six (6) years.
- b. The ANNA Policy & Procedure Manual is available online at the start of each ANNA year and will be kept up-to-date during the year by the National Office.
- c. All other chapter officer resources are available online in the Chapter Officers Only section of the ANNA website. These materials are kept up-to-date during the year by the National Office.
- d. Chapter owned copies of publications, such as the *Nephrology Nursing Scope and Standards of Practice*, will be transferred to the incoming officers at the time of the change of leadership.

9. At the National Officer Level:

- a. A file of BOD actions is maintained by the National Office.
- b. Each BOD officer maintains a copy of the minutes of BOD meetings during their term of office.
- c. Any Executive Session minutes are maintained by the officers who attended the session and destroyed by them at the end of their term of office.

10. National Office:

- a. Minutes from BOD meetings, including Executive Session minutes, will be kept on file indefinitely.
- b. The following items will be kept on file for seven (7) years:
 - (1) Minutes from national committee meetings and any conference call meetings among national officers
 - (2) Chapter records for rechartering and chapter files
 - (3) List of Chapters receiving Chapter Awards
 - (4) List of winners of awards, grants, and scholarships
 - (5) Financial records and budgets
 - (6) Contracts for consultants and special projects
 - (7) List of BOD members
- c. Educational records for CEAB will be kept on file for the preceding six (6) years until April 15, 2025. (CEAB was dissolved on April 15, 2019).

ANNA Website – Members Only or Links:

To view the following, you can either go to the “Members Only” section of the ANNA website or copy the link below and paste into your browser.

- ANNA Policy & Procedure Manual:
<https://www.annanurse.org/members-only/policy-procedure-manual/>
- Chapter Officer Resources
ANNA members will need to log-in to the ANNA website to view Chapter Officer Resources.
<https://www.annanurse.org/members-only/chapter-officer-resources/>