



Policy Statement - Document Retention Policy

Approved: 15 November 2024

Purpose

The purpose of this SOP is to identify important documents and records generated by the Academic Medical Group Leadership Roundtable (AMGLR or the Roundtable), and to describe their retention times and appropriate filing locations.

General

This SOP concerns administrative, legal, and financial documents and records generated by the Roundtable in its normal business functions.

Responsibilities

All documentation of AMGLR business shall be kept at AMGLR Headquarters (HQ) unless otherwise stated.

Documents

The following documents and records shall be maintained at HQ:

1. Articles of Incorporation and Bylaws: The historical file of each amended version of the Articles of Incorporation and Bylaws shall be kept indefinitely.
2. Board of Directors Minutes: The minutes of all AMGLR Board of Directors (Board) meetings shall be retained indefinitely.
3. General Business Meeting Minutes: The minutes of the General Business Meetings of members shall be kept indefinitely.
4. Reports and Meeting Minutes: All Committee reports and meeting minutes shall be kept for a minimum of five (5) years (electronic copies). These records may be discarded after five (5) years pending written approval of the Board.
5. Financial Records:
 - Tax return forms and CPA Reviews/Audits shall be retained indefinitely (electronic copies).
 - Bank statements (electronic copies) shall be retained for a minimum of seven (7) years following the date of filing the 990.
 - Accounting Ledger files (electronic copies) shall be retained for seven (7) full calendar years.
6. Membership Applications: HQ shall retain electronic membership supporting documentation indefinitely.

7. Policies, Position Descriptions, and Committee Terms of Reference shall be maintained and reviewed periodically by the Board. A record of all changes made to policies and related documents shall be maintained.
8. All correspondence with governmental agencies shall be kept indefinitely.
9. Any document made public by AMGLR shall be retained indefinitely.
10. Ballots: Any documentation of elections shall be retained indefinitely. This shall include paper ballots, signed tally sheets, minutes recording live election results, printed copies of any online election results reports, and any other election documentation that may be secured as evidence of the results of an election.
11. Contracts: All AMGLR contracts shall be retained for seven (7) years. Current contracts shall be maintained in a fire-proof safe at AMGLR HQ. Access to the safe shall be controlled by the Account Executive.
 - The contract entered into between Custom Management Group and the AMGLR Board of Directors shall be retained permanently.