

BUSINESS OPERATIONS
ASSOCIATION RECORDS

Retention/Destruction of Association Records

The Records Custodian shall oversee the retention and destruction of the public records of the Association. NJSBA staff shall obtain the written approval of the Records Custodian prior to destroying Association records. The Records Custodian shall maintain a document of the approvals granted and a listing of the records destroyed. The Records Custodian shall retain records in accordance with the records retention schedules of the Division of Archives and Records Management (DARM) in the New Jersey Department of State.

Electronic mail sent and received concerning the official business of the Association shall be considered correspondence, which shall be retained for one year for internal mail or two years for external mail, according to the DARM retention schedules. The Records Custodian shall ensure that the Association information systems possess adequate storage capacity for the retention of e-mail in accordance with the DARM retention schedules.

The Records Custodian shall ensure that all staff are made aware of the need to retain public records of the Association and provided training as needed.

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