

RECORDS RETENTION POLICY

VAGARA has established retention schedules for specific categories of records in order to ensure legal compliance. The records of VAGARA are important assets. Records include all reports, documents, or communications produced by the Board or committees of VAGARA regardless of format.

VAGARA expects all board and committee members to fully comply with published records retention schedules except when it is believed or a records custodian is informed that VAGARA records are relevant to litigation or potential litigation (i.e., a dispute that could result in litigation). If litigation is anticipated, the board or committee record custodian must notify the President of the records available. The records must be preserved until the Executive Board or Legal Counsel determines the records are no longer needed. This exception supersedes any previously or subsequently established destruction schedule for those records.

Questions about this policy should be referred to the current VAGARA President who is in charge of administering, enforcing and updating this policy.

Adopted: September 11, 2014