

N.H. MUSIC EDUCATORS ASSOCIATION, INC.

Document Destruction & Retention Policy

The Executive Board of N.H. Music Educators Association, Inc. (the "Organization") adopts the following Policy in order to strengthen its existing policies and procedures, maintain and exemplify "best practices," and comply with applicable law¹ and regulation.

1. The Organization's Executive Board, staff and volunteers must be aware that it is a crime to destroy, alter, cover up, or falsify any document² (or persuade anyone else to do so) to prevent its use in an official proceeding (for example, litigation or administrative proceeding, governmental investigation, or bankruptcy proceeding).
2. If an official investigation is underway or even suspected, management must stop any document purging in order to avoid criminal charges for obstruction of justice. This includes any automatic deletion or destruction of electronic data, such as e-mail, voice mail or other electronic messages.
3. Similarly, if litigation is reasonably anticipated, document purging must be stopped. This includes any automatic deletion or destruction of electronic data, such as e-mail, voice mail or other electronic messages.
4. The Organization will adopt and maintain a written, mandatory document retention and periodic destruction policy (the "Document Retention Schedule"), attached, to help limit accidental or innocent document destruction.
5. The Organization will monitor, justify, and carefully administer the document destruction process.
6. The Organization will maintain appropriate records about its operations, and will also regularly dispose of unnecessary and outdated documents in accordance with the Document Retention Schedule.
7. The Board, its Executive Committee, or another Committee of the Board's designation, has responsibility for oversight of compliance with this Policy.

Date Approved: _____

Date Last Amended: _____

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¹ Nonprofit organizations are required by federal law to adopt a document and retention/destruction policy (Public Company Accounting Reform and Investor Protection Act of 2002, "Sarbanes-Oxley). This is one of two requirements of Sarbanes-Oxley that apply to nonprofits, which are otherwise not subject to that federal legislation.

² "Document" includes email, voicemail and other electronic messages or data.