



Junior Hurricanes Hockey Association Documents & Records Retention Policy

1. Purpose

The purpose of this Documents & Records Retention Policy is to:

- Ensure compliance with federal and state nonprofit recordkeeping requirements
- Promote efficient and secure document management
- Protect confidential member information
- Establish consistent retention and destruction standards
- Reduce legal and financial risk

This policy applies to all board members, employees, contractors, and volunteers of the Junior Hurricanes Hockey Association (“the Organization”).

2. General Policy Statement

The Organization will:

- Maintain complete and accurate records as required by law and sound business practice
- Retain records for the minimum periods outlined below

- Protect confidential and sensitive information
- Dispose of records in a secure and timely manner once retention periods expire

No document may be destroyed if it is subject to a legal hold, audit, investigation, or litigation.

3. Responsibility

The Executive Director (or Board Secretary if volunteer-run) is responsible for:

- Overseeing compliance with this policy
- Maintaining official corporate records
- Coordinating secure destruction of records
- Implementing document holds when necessary

Board members and program directors are responsible for maintaining their records in accordance with this policy.

4. Record Retention Schedule

A. Permanent Records (Retain Permanently)

- Articles of Incorporation
- IRS Determination Letter (501(c)(3) status)
- Bylaws and Amendments
- Board meeting minutes and resolutions

- Annual reports to the state
- Real estate records
- Trademark registrations
- Major contracts (signed final versions)
- Audit reports
- Conflict of Interest disclosures
- Insurance policies (historical)

B. Governance & Corporate Records (7 Years)

- Board meeting packets and supporting materials
- Committee meeting minutes
- Strategic plans
- Internal policies and procedures (superseded versions retained 7 years)

C. Financial Records

Permanent

- Annual financial statements
- IRS Form 990 filings

7 Years

- General ledger
- Bank statements
- Cancelled checks
- Credit card statements
- Accounts payable and receivable records
- Expense reimbursement documentation
- Grant documentation (after grant closes)
- Tournament financial summaries

4 Years (Minimum IRS Requirement)

- Payroll tax records
- Employment tax filings

D. Employment & Volunteer Records

Permanent

- Employment agreements
- Background check verification logs (retain confirmation, not reports)

7 Years After Separation

- Personnel files

- Performance reviews
- Disciplinary records
- Volunteer applications

E. Player & Membership Records

7 Years After Player Leaves Program

- Registration forms
- Waivers and releases
- Medical forms
- USA Hockey registration confirmation
- Team rosters

Incident Reports

- 7 years after incident (or until minor reaches age 25, whichever is longer)

F. Safety & Compliance

Permanent

- SafeSport compliance confirmations
- Organizational disciplinary findings

7 Years

- Incident reports
 - Insurance claims
 - Injury documentation
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G. Contracts & Legal Documents

7 Years After Expiration

- Vendor contracts
- Facility agreements
- Sponsorship agreements
- Tournament agreements

Permanent

- Litigation settlements
 - Significant legal opinions
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H. Insurance

Permanent

- Insurance policies (all historical versions)

7 Years

- Claims documentation

5. Electronic Records

Electronic records are subject to the same retention requirements as paper records.

- Cloud storage systems must be secure and password protected
- Access should be limited to authorized personnel
- Sensitive data should not be stored on personal devices

Backups should be performed regularly and stored securely.

6. Document Destruction

At the end of the retention period:

- Paper documents containing confidential information must be shredded
- Electronic records must be permanently deleted
- Destruction should be documented when appropriate

No documents may be destroyed if subject to:

- Audit
- Litigation
- Investigation
- Government inquiry

7. Legal Hold Procedure

If the Organization becomes aware of potential litigation or investigation:

1. The Executive Director or Board President will issue a written Legal Hold Notice
2. All destruction of relevant records will immediately cease
3. Records must be preserved until release of the hold

8. Policy Review

This policy will be reviewed every two (2) years (initiated by the Board Secretary) by the Board of Directors and updated as necessary.

9. Adoption

Adopted by the Board of Directors of the Junior Hurricanes Hockey Association on:

Date: _____ 3/26/2025 _____

Board President: _____ Ray Irvine _____