

**OHIO ENVIRONMENTAL HEALTH ASSOCIATION, INC.
RECORDS RETENTION AND DOCUMENT DESTRUCTION POLICY**

SECTION A. RECORD MAINTENANCE

OEHA shall maintain general records as follows:

1. General records are maintained for the previous five (5) calendar years.
2. THE FOLLOWING financial records are maintained for the previous seven years (7) and must be audited prior to destruction:
 - Contracts/Agreements
 - Leases that are still in effect
 - Insurance Records
 - Financial Audit Reports
 - Financial Itemized Category Reports – State and District Year End Reports
3. Record Management Assignments:
 - a. The Archive Committee is responsible for the records management, maintenance and destruction of the general files and documents.
 - b. The Administrative Aide is responsible for the Sanitarian Registration continuing education records management, maintenance, and destruction.
 - c. The State Treasurer is responsible for the records management, maintenance and destruction of the state financial documents.
 - d. The respective District Treasurers are responsible for the records management, maintenance and destruction requests of the respective district financial documents.
 - e. Electronic scanned copies of OEHA's archived files shall be stored on a secure password protected portion of the OEHA website.
4. Offsite storage may be used to retain records:
 - a. The Archive Committee with the assistance of the Administrative Aide shall maintain a listing and manage all off-site stored information.

SECTION B. PERMANENT FILES

OEHA shall maintain permanent files as detailed below:

1. Articles of Incorporation
2. Secretary of State Corporation Filings
3. OEHA Board Minutes
4. OEHA By-Laws
5. Membership Files
6. Tax returns

SECTION C. FILES RETAINED ON-SITE

The OEHA State Treasurer, District Treasurers, and/or Administrative Aide, as applicable, shall retain the following records on-site and properly transfer to the next incoming officer:

State Treasurer

1. Tax Return
2. Accounting files
3. Bank Deposits
4. Administrative Aide and Special Assistant Contract files
5. Insurance Policy
6. JLEC Filings
7. Equipment Inventory List

District Treasurers

1. Accounting Files
2. Bank Deposits
3. Accounts Payable
4. District Conference Hotel Information and Contracts
5. Equipment and Supply Inventory List

Administrative Aide

1. Offsite Storage Facility Lease
2. AEC Hotel Information and Contracts
3. Membership Files
4. Continuing Education Files

SECTION D. RECORD DESTRUCTION

1. All general records older than five (5) years shall be disposed of in a secure manner by the following process:
 - a. Each respective committee and or responsible party shall petition the OEHA Board, at a regularly scheduled meeting, and must receive written approval prior to any record disposal. The petition shall include a detailed listing of the records and years that are proposed for disposal.
 - b. Confirmation of the records disposal and the manner in which the records were disposed shall be returned to the Board in a timely manner.
2. All financial records older than seven (7) years shall be shredded and disposed of in a secure manner by the following process:
 - a. Each respective treasurer shall petition the Board, at a regularly scheduled meeting, and must receive written approval prior to any record destruction.
 - b. Confirmation of the records destroyed and the manner in which the records were destroyed shall be returned to the Board in a timely manner.