



Indiana Organization for Nursing Leadership	ADMINISTRATIVE POLICY
Policy & Procedure Title: Record Retention	
Category: Fiscal	

Record Retention

I. POLICY STATEMENT

The Indiana Organization for Nursing Leadership (IONL) has established record retention and destruction policy that identifies the record retention responsibilities of staff, volunteers, board members, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

II. Procedure

Whether in electronic or paper form the following describes IONL's record retention schedule.

- A. Corporate/Organizational records including articles of incorporation, bylaws and policies and procedures will be stored in a file at the Indiana Hospital Association (IHA) and remain on file permanently.

Tax-exemption documents including application for tax exemption (IRS Form 1023), IRS determination letter and related documents will be stored in a file designated for IONE in the IHA offices. Said documents will be available for public inspection upon request.

Annual tax return, Form 990, will be retained in IHA offices and be made part of permanent IONL file. Pursuant to Federal law, returns are to be made available for public inspection upon request in accordance with the law for a period of three (3) years from due date of filing.

Board meeting minutes, agendas, and related documents, including treasurer's report, will be filed and stored in binders on a yearly basis. and on an external hard drive owned by CEO. They will remain on file permanently at the IHA offices.

- B. Transactional records and source documents will be stored at the IHA offices and remain on file for at least the period of time recommended by IONL legal counsel.

Bank statements, cancelled checks, check registers, investment statements and related documents will be compiled on a yearly basis, stored with other financial records at IHA and retained for a period of seven (7) years.

Source documents for both accounts receivable and accounts payable transactions, receipts for credit card purchases, financial statement, and budget work papers for a period of three (3) years.

Payroll records for IONL Chief Executive Officer will be maintained in accordance with the law to be kept in IHA payroll files.

Developed by Executive Director: Mary Browning- January 2014

Reviewed by Hall Render: January 2014

Approved by the Executive Committee of the Board: June 2017

Reviewed by Indiana Hospital Association Account Manager: August 2020

Approved by the Board: August 14, 2020



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