

CREW Tampa Bay

The following Records Management Policy was adopted by the CREW Tampa Bay Board of Directors (the "Board").

a. Access to Records by Members

It is the policy of CREW Tampa Bay to allow members to inspect the following records of the organization:

- Tax Returns
- Articles of Incorporation
- Bylaws, as amended
- Policies and Procedures
- Other requested information, with consent of the Chapter President or Board of Directors

b. Records Retention and Destruction

It is the policy of CREW Tampa Bay to retain records as required by law and to destroy them when appropriate.

The destruction of records must be approved by the Chapter President in writing.

The following records will be retained permanently.

- Employee Personnel Records-if any
- Minutes of Meetings of the Board of Directors
- Corporate documents, such as tax identification number, incorporation papers, Bylaws, etc.

The following records will be retained for seven years.

- Accounting Records
- Bank Reconciliations
- Cancelled Checks
- Expense Reimbursements
- Expired Insurance Policies
- Invoices
- Payroll Records-if any
- Vendor Payment Files
- Tax Returns
- Contracts

Note: These lists are not intended to be all-inclusive