



MCWA Document Retention Policy

Effective September 8, 2026

Document Retention Policy

This policy will govern the retention of documents that are involved in the operation of the Moshannon Creek Watershed Association (MCWA).

MCWA will create a staff position known as the Document Manager that serves at the direction and discretion of the Board of Directors. The Document Manager's duties will be to implement and maintain the document retention policy described below. The Document Manager may have other duties within MCWA, or the tasks of the office may be their only responsibility within the organization.

MCWA will acquire and maintain a laptop that will be solely used for the business of the Moshannon Creek Watershed Association. This laptop shall be used by the Document Manager and is to be returned to MCWA whenever the current Document Manager relinquishes their duties. There may be one or more external hard drives attached to this laptop that will also be the property of MCWA and subject to return as well.

MCWA shall establish a cloud storage system such as OneDrive or something similar for use for document retention. The Document Manager and members of MCWA's Board of Directors will have access to this cloud storage.

A fire-resistant file cabinet for the retention of paper documents shall be obtained by MCWA. The Document Manager shall use this document to retain paper documents, especially oversized drawings, as per the document retention policy. This cabinet, and its contents, are the property of MCWA and the cabinet is to be returned to the MCWA board whenever the current Document Manager relinquishes their duties.

While preserving the contents of and access to all current email accounts used for MCWA organizational communications, MCWA shall establish a set of email accounts using the 'moshannoncreek.org' email domain. This set of accounts shall be large enough to allow all MCWA officers and directors to have an organizational email address and provide enough spare addresses

to allow for organizational growth. The Document Manager will be provided with a MCWA email address labeled as DocMgr@moshannoncreek.org or something similar.

Documents will be duplicated and be retained in at least two and whenever possible three separate storage locations. The following locations will be valid for one of the document retention locations.

1. Documents involving financial transactions will often have a copy attached to the accounting transaction involving that document in MCWA's electronic accounting software. This will count as one storage location under this policy.
2. The Cloud Storage location established as part of this policy will count as one storage location under this policy.
3. The MCWA laptop and any external hard drives provided to the Document Manager will count as one storage location under this policy.
4. The fire-resistant file cabinet obtained for storage of paper documents, especially oversized paper documents, will count as one storage location under this policy.
5. Oversized paper documents that cannot be readily scanned will be retained in the fire resistant file cabinet and a note detailing the document and informing the reader of its storage in the filing cabinet will be included in the electronic storage.

Electronic documents stored in the Cloud Storage location and the designated laptop shall be protected so that more than one director or staff member is required to approve their deletion.

Documents for retention shall be emailed to the Document Manager at their specified email address.

The file format for documents to be retained will be PDF files whenever possible. Other common file formats will be used when necessary.

The Document Manager will establish the filing system for the retained documents, organized by the year of the document's creation and then by the retention period.

The default retention period for routine documents and receipts will be 10 years.

Documents that pertain to legal agreements shall be retained for the duration of the legal agreement plus 10 years.

Foundational documents, such as the articles of incorporation, organizational charter and bylaws, and non-profit and charity registration documentation, shall be retained permanently.

Documents involved in litigation, audits, or similar proceedings will be retained for the duration of the proceedings plus 10 years.

Should the board become aware of a retention time requirement for a document category that is longer than the default period and the document type is not otherwise mentioned in this policy, the board shall notify the Document Manager of the required retention time for that category and they will then incorporate that retention duration into the filing system.

The Document Manager shall receive documents for retention via email and then file them according to the file structure.

Emails threads that include several rounds of conversations should be sent for retention after the conversation has ended, and the entire thread should be included in the document retained.

If the Document Manager receives multiple copies of the same document or email thread, after confirming the duplicates are identical, should save only one document, duplicated in the designated storage locations.

In the first quarter of each calendar year, the document manager will prepare and present to the board a report listing the documents due to being destroyed due to age and a recommendation for their disposition. The board will review and concur with or modify the document dispositions. Documents of historical interest for the organization that are old enough for destruction by age may be placed into a folder labeled 'MCWA Organizational History', or something similar, if retention for organizational history is believed to be appropriate by the Document Manager and the Board.

Implementation:

Once this policy is approved and the filing locations and email system are in place, officers and directors are to work through their existing MCWA documents, oldest first, and send the candidates for retention to the Document Manager. To avoid overloading the Document Manager during this implementation period, officers and directors working through their historical documents should dedicate no more than one hour per week to this task until they are caught up to current documents.