Society for Cinema & Media Studies

Document Retention and Destruction Policy

This Document Retention and Destruction Policy of the **Society for Cinema & Media Studies,** a Michigan non-profit corporation (the ***"Society"),*** identifies the record retention responsibilities of staff, volunteers, officers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Society's documents and records.

1) **Rules.** The Society's staff, volunteers, officers, members of the Executive Committee, members of the Board of Directors and outsiders (i.e., independent contractors) are required to honor these rules (unless one of the other terms for retention below apply): (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Society's Administrative Staff; (b) all other paper documents will be destroyed after three years; (c) all electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after three years; and (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

2) **Terms For Retention.**

a. **Retain permanently:**

Governance records - Charter and amendments, bylaws, other organizational documents, governing board minutes, board committee minutes and policies.

Tax records - Filed state and federal tax returns/reports and supporting records, tax exemption determination letters and related correspondence and files related to tax audits.

Financial records - Financial statements and attorney contingent liability letters.

Intellectual property records - Copyright and trademark registrations and samples of protected works.

b. **Retain for six (6) years post termination of Agreement, Employment or hire:**

Membership information, Press agreements, Conference documents, Employee/employment records, Leases, Insurance, and Contract/license records - Software license agreements, Vendor agreements, Service agreements, Independent contractor agreements, Employment agreements, Consultant agreements, and all other written agreements.

c. **Retain for three (3) years:**

All other electronic records, documents and files not noted above.

3) **Exceptions.** Exceptions to these rules and terms for retention may be granted only by the Society's Board of Directors.

4) **Adoption of Policy.** This Document Retention and Destruction Policy was adopted by the Board of Directors of the Society pursuant to a Consent Resolution dated October 3, 2015.