

The Franklin County Agricultural Society

Records Retention policy

The Franklin County Agricultural Society recognizes that as a tax-exempt quasi-public organization, proper record keeping, record retention and record disposal are very important. The Society will comply with all federal and state laws relating to record keeping record retention and record disposal.

All institutional and legal records, federal tax records, accounting and financial records, litigation records, insurance records and personnel files will be recorded and retained to the minimum standards set by federal and state mandate and as listed in Attachment A of this policy. Attachment A will be updated from time to time as requirements change. The term records include hard paper copy, computer disks, microfilm, visual media, and such other electronic communications or digital files.

In addition, the Society may identify other non-mandated, but valuable intangible property of importance that it will strive to protect and preserve. The property could include but is not limited to certificates, licenses, publications, royalty records and other background material which will be treated and retained as permanent records where possible.

The Secretary/Manager will be responsible for maintaining the records of the Society and is authorized to dispose of records but only when the records have exceeded the retention periods mandated by law or otherwise stated. The disposal of the documents that include or might include confidential information such as personal identification numbers including social security numbers , will be disposed of by shredding or other means that will insure to protect confidential information.

This policy was adopted by the Franklin County Agricultural Society on January 21 2014.