



Conference for Food Protection

Record Retention Policy

PURPOSE

The purpose of the Records Retention Policy is to ensure the cost effective and coordinated management of CFP records.

To ensure record-keeping consistency, it is necessary to establish standard procedures to manage and safeguard Conference records, control the cost of handling and storing records, and provide for the destruction of those records that are no longer required to be maintained.

Records will be maintained electronically unless the Executive Director determines otherwise.

POLICY

It is the policy of the Conference for Food Protection to:

1. Maintain tax/financial records for a period of 7 years.
2. Maintain Proceedings archives on the website in perpetuity. These Proceedings archives will contain Conference Issues and Outcomes and a Transcript or Transcript Summary of the Assembly of Delegates Session.
3. Maintain website retention of all other Conference documents (Executive Board rosters, Constitution & Bylaws, meeting notes, committee reports, etc.) for the current Conference Cycle plus two previous Conference Cycles (Biennial Meetings).
4. Discard all "retired" documents no later than 6 months following each Biennial Meeting.