

**Draft 3-part motion:**

1. Create an “Ad hoc Board Committee for the Review of Document Archiving and Record Retention Policies.” Committee members to include:
  - a. Issue Chairs;
  - b. Publications Committee Co-Chairs;
  - c. CFP executive team (ED, ET, and EA); and
  - d. Other Board members as appointed by the Conference Chair.
2. Ad hoc Committee charges to include:
  - a. Review CFP’s existing *Record Retention Policy* (dated August 2006) and *Archiving of CFP Documents* (dated April 2014) with a comparison to current practice and procedure.
  - b. Provide suggested language at the August 2020 Executive Board meeting for revising and or consolidating these two documents. Suggested revisions are to address (as appropriate) document management related to website posting, retention, maintenance/updates, archiving, and eventual discard of:
    - i. Tax and financial records.
    - ii. Conference governing documents, policies, and position descriptions.
    - iii. Executive Board meeting materials, committee reports, and minutes.
    - iv. Biennial Meeting information:
      - 1) General meeting materials (e.g., program booklet, registration list, workshop materials, letters to federal agencies, resolutions);
      - 2) Issue documents:
        - a) Finalized Issues and attachments as submitted;
        - b) Corrected and late-breaking Issues;
        - c) Issue recommendations from Councils;
        - d) Assembly of Delegates final Issue recommendations; and
      - 3) Assembly of Delegates proceedings.
    - v. Conference-developed guides and documents (i.e., committee-generated content documents approved via the Issue process), including a process to ensure Council edits are accurately captured in the final document version.
    - vi. Partner document postings on the CFP website/
    - vii. Retired CFP committee information.
    - viii. Other CFP records and documents, including but not limited to templates, forms, and educational PowerPoint presentations.
  - c. Provide a recommended process for the review and updating of existing documents, including but not limited to:
    - i. Approval process and authorization for posting new or revised documents to the CFP website; and
    - ii. Target review cycle and assigned reviewer for each type or category of document maintained by the Conference.
  - d. Provide any other best-practice recommendations to help streamline Conference document maintenance of both paper and electronic versions.
3. Temporarily suspend CFP’s *Record Retention Policy* and *Archiving of CFP Documents* while the Ad hoc Committee completes their assigned charges.