

Intermountain Region Records Retention Policy (Feb 2025)

The policy of the Intermountain Region is to both manage and retain records in a fashion that complies with federal and state regulations pertaining to nonprofit organizations. The manner of management and retention will meet operational needs, while also recognizing constraints the organization faces with physical storage space. Records may be in various forms but will be predominantly digital.

It is the policy of the Region that no one will knowingly alter, destroy, conceal, falsify, or otherwise harm any record or document for the purpose of committing any financial fraud, unethical act, or a violation of state or federal law. Additionally, no harm may be done to records with the intent of impeding, obstructing, or influencing an investigation or the proper administration of any matter within the jurisdiction of the Board of Directors, outside investigators, or any state or federal agency.

Maintaining records is primarily the role of the Region office staff, with input from the region's Board of Directors, bookkeeper, accountant, and other partners.

Procedures Relating to Membership Information

The Intermountain Region will retain membership records. This information includes names, addresses, contact information, and certification information of individuals who purchased a Region membership at any time in the last five years.

The Region does not store payment information used to purchase memberships and does not have access to that information, either from past membership purchases or for memberships purchased in the current season.

Procedures Relating to Tournament Information

The Region has a 100% digital tournament administration system. Hard copies of scoresheets and rosters from individual tournaments will be kept until the end of each season.

Manner of Disposition

Upon expiration of a retention period for a group of records, shredding of documents and information destruction is preferred.