

ARMA Michigan Retention Policy

Policy Objectives

This Policy serves as guidance and prescribes requirements regarding the ownership, management, disclosure, retention, and disposal of Records and Information created and maintained by ARMA Michigan, a local chapter of ARMA International.

Records and information are strategic and essential assets enabling ARMA Michigan to achieve business objectives, meet members' needs, and comply with all legal and regulatory requirements.

Scope

This Policy applies to all Records and Information, regardless of medium, characteristics, or format, hardcopy and electronic Records created, received, and maintained by the ARMA Michigan and stored in any ARMA Michigan or third-party managed applications or physical repository.

Definitions

"Record"

Any recorded information, regardless of medium, characteristics, or format, made or received by the ARMA Michigan that is evidence of its work product, operations, transactions, decisions, or activities and has value requiring its retention for a specific period of time. All Records must be retained in accordance with the Retention Schedule unless a modified retention period is approved, as provided in this Policy, or such Records are subject to an existing Legal Hold.

Also referred to as Business Record or Official Record.

"Information"

Information is structured or unstructured data, regardless of medium, characteristics, or format, that is given value through analysis, interpretation, or compilation in a meaningful form. In this state, such information does not meet the criteria for an official record.

"Non-Record"

Any recorded Information, regardless of medium, characteristics, or format, that is created or maintained strictly for convenience or reference purposes and does not provide unique evidence of business operations. Non-Records are temporary in nature and should be disposed of once the immediate need has been met.

Examples of a Non-Record may include but are not limited to, incomplete or non-final drafts, duplicates of Records kept only for convenience purposes or reference, duplicate publications stocked for distribution purposes, promotional material that is publicly available, any recorded Information with no business value, and blank copies of business forms.

Also referred to as Transitory records.

Policy Owner

The Policy is owned by The ARMA Michigan Board. The Policy Owner is responsible for assigning a Policy Manager (Secretary) who will administer the Policy.

Policy Requirements

Format

As of the effective date of this Policy, all newly created official ARMA Michigan records must be in electronic format, unless another format is specifically required by law, regulation, or system application requirement – such as original physical format, pictures, or audio files. An electronic Record is considered the official format, excluding any Records that must be kept in their original physical format. All physical copies of Records, in which an electronic version exists, will be considered working or convenience copies and should be disposed of when no longer operationally needed unless subject to a Legal Hold.

Retention

Records

The Retention Schedule identifies the types of Records retained by ARMA Michigan and the approved retention periods for each. All Records shall be retained and destroyed in accordance with the Retention Schedule unless a modified retention period is approved as provided in this Policy or such Records are subject to a Legal Hold. The Retention Schedule is intended to be a comprehensive list of ARMA Michigan Records.

Transitory and Non-Records

Transitory and Non-Records should be retained for the shortest period reasonably needed by associates to perform their job functions. Unless subject to a Legal Hold, Transitory and Non-Records should be destroyed as provided in this Policy once they are no longer needed.

Destruction

When Records have met their retention date as identified in Ex. A, they must be properly destroyed pursuant to this Policy.

- Hard copy Records must be securely destroyed by the approved ARMA Michigan shredding vendor and a Certificate of Destruction must be provided.
- Any removable/portable media that contains electronic Records must also be destroyed by the ARMA Michigan-approved vendor, and a Certificate of Destruction must be provided.
- Electronic files on ARMA Michigan or third-party applications, systems, and/or shared drives must be deleted and logged.

The disposition of official Records that are eligible for destruction is required to be conducted yearly. A Disposition log shall be maintained for the destruction of all ARMA Michigan Records. The Secretary is required to document and log the details of the Records destroyed and include the Certificate of Destruction, if any.

Legal Hold

In the event of any current or reasonably anticipated legal action, all potentially relevant information, records, and non-records, in all media formats, must be preserved until the hold is lifted.

In the event ARMA Michigan is a recipient of a Legal Hold, the Board of Directors must immediately take all reasonable steps to locate and secure those Records from destruction, tampering, physical deterioration, or other spoliation.

It is important to note that Legal Holds should suspend any destruction of potentially relevant information, even if the retention period has been met. Once a Legal Hold is released, all applicable Records must be retained or disposed of according to the Retention Schedule, and Non-Records should be disposed of when no longer needed.

Ownership

All Records created, transmitted, received, stored, or maintained on behalf of ARMA Michigan, regardless of the format, are the property of ARMA Michigan. ARMA Michigan has the sole right to make decisions about their storage, distribution, control, protection, retention, destruction, or use, and must be accessible independent of the availability of the original creator. ARMA Michigan reserves the right to retrieve, copy, and delete any data stored on its information systems.

Policy Review & Compliance

This Policy will be reviewed once per calendar year or as required by the ARMA Michigan Board of Directors to ensure that it accurately reflects the ARMA Michigan strategic plans and may be amended to comply with applicable regulations and emerging best practices.