

Documentation Retention Schedule and Details

In accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act of 2002, Chapter Board of Directors are strongly encouraged to endorse this record retention schedule and assign the task of archiving records to the secretary or historian. As the person (or task force) reviews records, he/she/they should sort the items into folders (physical or electronic), labeled /named with “Retain documents until the (month) (year).”

For example:

Tax Forms (eg, 990) and Employer Identification Number (EIN) Information	Retain for Permanent Files - Do Not Discard
Annual Financial Reports	Retain for Permanent Files; however, okay to discard if financial reports are documented in meeting minutes or printed in newsletters (both of which are kept in permanent files).
Bylaws	Retain for Permanent Files - Do Not Discard
Bank Statements/Check Registers	Retain for seven (7) years
Meeting Minutes	Retain for Permanent Files - Do Not Discard; however, okay to discard if printed in newsletters (which are kept in permanent files).
Membership Rosters	Retain for three (3) years (longer if desired for historical purposes)
Newsletters	Retain for Permanent Files - Do Not Discard

Record Retention

Documentation is an important function that provides a historical perspective on the Chapter/State Council and provides a communication tool that can be shared from one year to the next. This information should be distributed to the secretary and treasurer to enhance his/her orientation to the role. Although other committee chairs and officers are responsible for specific components of documentation, the secretary and treasurer should have a good understanding of what needs to be retained for the permanent files. Before reporting off, the outgoing secretary and treasurer should review the files (physical or electronic) for completeness and discard appropriately. If pages are removed from the minute’s book on a yearly basis, the outgoing secretary should archive or file them according to policy.

Membership Records

Chapter may choose to keep a record of past Membership Rosters to track growth. Chapter officers can obtain an updated roster of current members and their renewal dates online at any time, under Chapter Reports and Rosters <https://www.aorn.org/aorn-org/community/aorn-chapters/manage-your-chapter/chapter-reports-and-rosters>.

Financial Records

Each Chapter must maintain certain financial records on file to meet tax requirements. Forms that should be kept include auditor reports, proof of EIN number from the IRS, and tax form filings (copy/save print screen/email confirmations of accepted 990 filing). Also copy any IRS 1024, 8718, and 1128 forms and include a copy of any checks that are submitted with the forms.

Educational Records

These records reflect the educational activities of the Chapter. Applications for approval of contact hours, copies of attendance certificates, records of attendance, educational activity budgets, activity evaluations, copies of activity brochures, and number of contact hours awarded should be kept according to guidelines required by AORN's accrediting agency (ANCC). The online contact hour approval process <https://www.aorn.org/aorn-org/education/individuals/ce-approval-process> is very user friendly. If you have any questions, contact Kim Simkins at ksimkins@aorn.org or Ext. 456. All contact hour education records are necessary for members who need contact-hour verification for CNOR, CRNFA, or state licensure renewal.

Minutes

Minutes of all committee and board/officer meetings should be kept indefinitely (unless recorded in a newsletter). Minutes should reflect all activities, such as nomination and election of officers, fundraising efforts, approval of expenditures, awards, and recognition's. Any deviation from regular procedure (eg, a change in meeting place, substitution for the presiding officer or committee chair) should be noted. Minutes are a factual record and should be complete.

- **Recording Reports in the Minutes:** Only a brief summary of reports by officers and chairs is included in the minutes. Many Chapters choose to note that the reports were read and filed. If the committee report includes resolutions for action, the resolution and action taken should be recorded in the minutes.
- **Recording Motions in the Minutes:** All main motions and whether they were adopted or defeated are entered in the minutes. The name of the person making the motion may be entered, but it is not necessary. The name of the person seconding the motion is never entered. If desired, it can be noted that the motion was discussed and amended. An amended motion may be entered in the minutes in the form in which it was adopted, without giving its original form or the original amendment.

It is not necessary to record all subsidiary motions or record motions that were withdrawn. Previous notice, such as a notice to remove or amend the bylaws, minutes, or standing rules, must be included in the minutes. *Sample motion:* "Madam President, I move that the meeting night be changed to Wednesday." This also can be presented as a resolution. This would be entered in the minutes as: *A resolution offered by Sally Wright was adopted as follows: "Resolved that the meeting night be changed to Wednesday."* If the motion or resolution is amended (eg, to state the second Wednesday of every month) it can be noted in the minutes that the motion as amended was approved.

- **Reading and Approval of Minutes:** The minutes should be a "draft" until they have been approved. If possible, the "draft" minutes should be attached to the next meeting agenda for review. Because the purpose of reading (reviewing) the minutes is to ensure that they are correct, the chair must allow time for members to correct them. Approved corrections should be made within the original document as "Approved" and the date should be put at the bottom of the approved minutes (with any changes made). Changes may be initialed by the secretary and the president.

If two or more sets of minutes remain unread from previous meetings, the minutes of the meeting farthest away are read first and approved. An error noticed days, weeks, or months after they are approved may be corrected by a motion to amend. The Incidental Main Motion requires a two-thirds vote. Correction before adoption (approval) only requires a majority vote.

If there is a disagreement as to the proposed correction, the chair, without waiting for a motion, may put the disputed question to a vote by saying: "Those in favor of making the correction as proposed say 'aye,' those opposed say 'no.'"