

RCSFF POLICY MEMO 2012-01
DOCUMENT RETENTION

1. **Purpose.** This policy memo provides instructions on the retention of official RCSFF communications.

2. **Official RCSFF Communications.** Said communications includes all electronic and paper communications both internal and external to the RCSFF. Telephone or in person conversations may be recorded in a memo. Board meetings shall always be considered official communications.

3. **Retention of Documents.** The Corporation Secretary shall be responsible for document retention. All communications mentioned in paragraph 2 above shall forever be retained unless the RCSFF board of directors provides an exemption or through a document review determines that certain documents are no longer required. Documents requiring frequent access by the RCSFF board shall be posted on the board web site. Unsolicited correspondence shall be retained at the Secretary's discretion. All official communications shall either include the Secretary as an addressee or shall be forwarded to him for retention.



Bruce L. Fister
President

24 July 2012