

Document Retention

Alaska eHealth Network Policy 1.200

I. Introduction

Most organizations must keep copies of certain documents for legal, regulatory, and/or operational reasons. Alaska eHealth Network is committed to good business practice and upholding the laws and regulations that govern its operation.

The goal of this policy is to outline, for employees of the Company, proper procedures for storing and disposing of both electronic and paper documents.

II. Business Records

A business record is any print or electronic document created and maintained in the ordinary course of business. However, not every document constitutes a business record that must be kept. A document should be retained if it contains business activities that have evidentiary or reference value, or if it is the sole copy of a document. This includes, for example, job offers, contract negotiations where final pricing is set, or a policy memo. It does not include, for example, in-progress drafts, discussions, or negotiations, received copies of policy memos where an original already exists, or non-business correspondence.

III. Record Retention Schedule

The following table lists all document types created and maintained by the Company that qualify as business records. For each document type, a mandatory retention schedule and method of disposal have been stipulated, in addition to storage locations.

Document Type	Document Owners(s)	Onsite Storage (Years)	Onsite Storage Location	Offsite Storage (Years)	Offsite Storage Location	Total Years Stored	Method of Disposal
<i>A. Accounting and General Records</i>							
Accounting documents (income, expense, bank statements, canceled checks, purchases, invoices)	Executive Director	7	Computer	7	Safety Deposit Box	7	Permanently destroy medium (demagnetize, shred or incinerate)
Cash receipts / disbursements, general ledger, fixed assets, state and federal grant documents	Executive Director	Permanently	Computer & Paper file	Permanently	Safety Deposit Box	Permanently	Never
Year end financial statement, completed tax forms, and auditor's report	Executive Director	Permanently	Computer & Paper file	Permanently	Safety Deposit Box	Permanently	Never
<i>B. Personnel Records</i>							
Personnel	Executive Director	Permanently	Computer & Paper file	Permanently	Safety Deposit Box	Permanently	Never
Payroll (date begins after termination)	Executive Director	7	Computer	7	Safety Deposit Box	7	Permanently destroy medium (demagnetize, shred or incinerate)
Actuarial, benefit, and pension documents	Executive Director	Permanently	Computer & Paper file	Permanently	Safety Deposit Box	Permanently	Never
<i>C. Other</i>							
Corporate Documents (articles of incorporation, bylaws, legal correspondence, minutes)	Executive Director	Permanently	Computer & Paper file	Permanently	Safety Deposit Box	Permanently	Never
Insurance records	Executive Director	7	Computer	7	Safety Deposit Box	7	Permanently destroy medium (demagnetize, shred or incinerate)

IV. Electronic Records

Machine-sensible (electronic records) must be readily retrievable and contain sufficient transaction-level detail to identify any source documents. Storage media must be placed in a climate controlled safety security box. When computers are upgraded or systems are

replaced, stored data must be upgraded or converted to new formats in order to ensure retrievability.

V. Policy Suspension

In some instances, this Document Retention Policy may be temporarily suspended, specifically if an investigation, litigation, or audit is anticipated. In some instances, this policy's disposal schedule may conflict with the need to produce documents relevant to the aforementioned legal or regulatory procedures. If this is the case, then the need to comply fully with the law and/or regulation will override this policy, causing this policy to be temporarily suspended until the matter in question is satisfactorily resolved. Suspension of this policy will take the form of no business documents being disposed of whatsoever for a period of time.

VI. Policy Non-Compliance

It is in violation of this policy to dispose of any business document types named in the retention schedule above. If you believe you have accidentally disposed of or destroyed a business document, please contact the policy administrator listed below immediately as the document may still be retrievable or salvageable, or may exist elsewhere as a copy. Your honesty in coming forward will have a significant positive impact on any disciplinary action taken, if any. If you know of anyone willfully disposing of or destroying any business documents of Company, you are under obligation to report these activities to the policy administrator listed below.

Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Failure to report known violations of this policy will be handled very seriously.

VII. Contacts

If you have any questions or concerns regarding this policy, or would like to report a policy violation, contact the Company Executive Director, (907) 729-3934.

DOCUMENT RETENTION & DESTRUCTION	POLICY #	1.200
APPROVED BY: AeHN Board of Directors	ADOPTED:	04/22/2009
	REVISED:	
	REVIEWED:	

Declaration of Understanding

I, _____, have read, understand, and agree to adhere to the Company's Document Retention and Destruction Policy.

Name (Printed): _____

Name (Signed): _____

Today's Date: _____