

National Intramural-Recreational Sports Association Document Retention Policy

The association records of the National Intramural-Recreational Sports Association, and its subsidiaries the NIRSA Services Corporation and the NIRSA Foundation (collectively, "NIRSA"), are important assets. Association records include essentially all records you produce as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail or a membership application, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires NIRSA to maintain certain types of association records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and NIRSA to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place NIRSA in contempt of court, or seriously disadvantage NIRSA in litigation.

NIRSA expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or NIRSA informs you, that NIRSA records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the Executive Director, or NIRSA's legal counsel, determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that the exception may apply, or have any questions regarding the possible applicability of that exception, please contact the Executive Director.

From time to time, NIRSA may establish revised retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as to preserve intellectual property and cost management. Several categories of documents that bear special consideration are identified in NIRSA's Records Retention Schedule, a copy of which is available for your review. While minimum retention periods are suggested in the Records Retention Schedule, the retention of the documents identified therein and of documents not included in the Records Retention Schedule should be determined primarily by application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

Failure to comply with this Document Retention Policy may result in punitive action against the employee, including suspension or termination. Questions about this policy should be referred to the Executive Director who is in charge of administering, enforcing and updating this policy.