

## **Greater Shelby Kennel Club Policy on Document Retention**

The president of Greater Shelby Kennel Club (the “Club”) will maintain the Club’s archives and have custody of all historical documents. During their elected terms of office, the Club’s president, secretary, and treasurer will have custody documents related to his or her elected office. After leaving office, each outgoing officer will transfer documents for the current fiscal year to the incoming officer and all historical documents to the president or the incoming officer, as appropriate. Some documents will be maintained in written form only while others will be maintained in both written and electronic forms, e.g., minutes of general and Board meetings and the check registry and treasurer’s reports.

Likewise, show or trial chairs and the chair of the judges selection committee, if authorized by the Board of Directors to sign judges’ contracts, will have custody of documents related to their appointed committee offices for the duration of the appointments. At the end of his or her appointed term, each chair will transfer all documents in his or her possession to the president or incoming chair, as appropriate.

Copies or originals of the following documents will be retained in the Club’s archives indefinitely:

- Contracts of any type
- Annual Reports to the State of Tennessee
- Tax returns
- Minutes of general and Board meetings
- Check registries and bank statements
- Treasurer reports
- Meeting notices
- AKC correspondence
- Applications for dog shows and performance events
- At least one copy of each Premium List, Judging Program, and Catalog
- Judges’ sheets for dog shows and obedience and rally trials
- Correspondence related to any legal matter
- Applications for D&O Insurance and any other insurance policies