

MEMORANDUM

TO: NATCA Facility Representatives

FROM: Barry Krasner, NATCA Executive Director; Marguerite Graf, NATCA General Counsel

DATE: February 1, 2014

RE: Document Retention for Locals

The NATCA National Executive Board (NEB) recently adopted a Document Retention Policy, covering the NATCA National Office as well as NATCA Regional Offices, Committees, and Locals. The NEB has also adopted a Local Document Retention Schedule. The NATCA Document Retention Policy (“Policy”) and the Local Document Retention Schedule are attached. For Locals, the Policy takes effect on March 1, 2014.

All Facility Representatives should read the Policy. The Policy covers all records, including electronic records. Currently, the Policy does not cover email. The Document Retention Schedule prescribes the retention period (that is, how long the records must be retained) and the method of retention (that is, hard copy and/or electronic copy) for the seven types of records regularly maintained by Local offices: (1) Local constitutions; (2) grievance records; (3) tax documents, invoices, and receipts; (4) meeting minutes; (5) election records; (6) Local MOUs; and (7) bargaining notes or other documents related to Local MOUs.

Once the retention period for a particular document has expired, that document should be destroyed pursuant to Section 8 of the Policy. For example, election records must be maintained for five (5) years. After that, the election records should be destroyed. Section 8(c) encourages Locals to conduct at least one “purge” per year. During the “purge,” the Local representatives should go through all documents (both hard copy and electronic) and destroy any documents that no longer need to be retained. Two other important provisions specifically applicable to NATCA Locals are as follows:

- Section 6(b) encourages Local offices to maintain backup systems for all electronic storage;
- Under Section 10, NATCA will conduct an annual audit to ensure Locals’ compliance with the Policy. Sections 10 and 11 require Local representatives to ensure compliance with the Policy throughout the year.

As stated above, the Policy takes effect on March 1, 2014. However, the transition to full compliance will occur through calendar year 2014. If you have any questions regarding the Policy or the Local Document Retention Schedule, please contact Assistant General Counsel Lauren Schmidt at (202) 266-9853 or lschmidt@natcadc.org.