



National Association of Emergency and Fire Officials

Protection of Association Records

Category: ADMINISTRATIVE

Policy Number 6

Approved: ~~February 14, 2009~~
Revised: ~~March 13, 2021~~ April 16, 2024

REFERENCE

SCOPE

This ~~p~~Policy applies to all persons directly associated with the National Association of Emergency and Fire Officials (~~NAEFO~~), hereinafter known as the "Association".

PURPOSE

Protects ~~NAEFO~~Association's records, which include its Bylaws, meeting minutes, and other documents critical to the proper operation of ~~NAEFO~~the Association and for compliance with appropriate laws and regulations.

POLICY

6.10 GENERAL RESPONSIBILITY FOR THE ASSOCIATION'S RECORD-KEEPING

The ~~NAEFO~~ Secretary or designee shall be responsible for the preservation and maintenance of all ~~NAEFO~~Association records.

6.11 LOCATION OF ASSOCIATION'S RECORDS

~~NAEFO~~The Association's ~~paper~~ records shall be securely maintained at ~~NAEFO's a~~ physical place ~~of business known to the Association's registered~~ Registered Agent with the State of Oregon. Electronic versions of ~~NAEFO~~the Association's records may be maintained on ~~the Streamline Portal or~~ any commercial online repository designated by the Board of Directors.

6.12 CHANGES TO RECORDS

When ~~NAEFO~~the Association's records are changed, the ~~NAEFO~~ Secretary or designee shall ensure that all changes are properly made in accordance with the Bylaws, including the parliamentary authority in the Bylaws, and any adopted policies.

6.13 CHALLENGES TO CONTENT

If a member or other party challenges the content of any ~~NAEFO~~-Association record, the ~~NAEFO~~ Secretary or designee shall determine the validity of the challenge and the decision of the ~~NAEFO~~ Secretary or designee may be appealed to the Board of Directors, whose decision shall be final.

REVISION HISTORY

| Revision Date | Author | Revision |
|-----------------------|--------------------|--|
| February 14, 2009 | Unknown | Initial version |
| December 12, 2015 | Unknown | Unknown |
| March 13, 2021 | Monte Olsen | Renamed association; reworded to acknowledge electronic records and online storage of electronic records. |
| <u>April 16, 2024</u> | <u>Monte Olsen</u> | <u>Changed physical place of retained paper records to a place known to the Registered Agent; removed Streamline Portal as an acceptable repository for electronic records; refined title; and focused the Policy's use of Association instead of NAEFO.</u> |