



# National Association of Emergency and Fire Officials

## Protection of Association Records

Category: ADMINISTRATIVE

Policy Number 6

Approved: ~~February 14, 2009~~  
Revised: ~~March 13, 2021~~ January 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~~Association's 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 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~~Association's 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-Association's~~ Secretary or designee shall determine the validity of the challenge and the decision of the ~~NAEFO-Association's~~ Secretary or designee may be appealed to the ~~Association's~~ 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>January 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; and focused the Policy's use of Association instead of NAEFO.</u>