ESIX
Entertainment And Sports
Insurance Experts

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RE: Records Retention Guidelines

Listed below are practicable record retention guidelines that can be used by each club, region, etc. when dealing with the issue of storage, shelf life, and destruction of membership applications, waivers, and other pertinent documents.

Storage

1. **Electronic copies are the preferred method of retention** and should be kept if possible via scanners to eliminate cumbersome paper records retention.
2. If electronic storage is not possible, hard copy records should be kept in a secure location such as a locked filing cabinet or separate storage room. Avoid storage on the floor or other low spots that could be susceptible to water damage.
3. Records should be kept alphabetically by name and further categorized by year. In a large region, further breakdowns may be necessary in order to effectively store documents for future retrieval.
4. Where possible it is highly recommended to use a paid public storage facility. Not only are these facilities specifically designed to store documents, public storage helps to insure the availability of these documents through management changes. (An example of this is the prior president of the club who retires with the documents stored in his garage!

Record Lifespan

1. For minors, records should be kept until the participant has reached the age of majority in that state, **PLUS** the number of additional years equal to that state's statute of limitations.
2. For adults, records should be kept for at least five (5) years although it is recommended that the records be stored for a minimum of 1 year past each state's statute of limitations.

Record Disposal

1. Records no longer required to be stored should be disposed via electronic shredder and then recycled or discarded.
2. If electronic disposal is not available, make sure that all private information, name, social security number etc. has been removed.
3. Incineration is recommended for items that cannot be shredded.