



OPERATING GUIDELINE

DOCUMENT RETENTION AND DESTRUCTION

I. PURPOSE

The purpose of this Operating Guideline is to identify important documents and records generated by the Mid-Atlantic Society of Quality Assurance (MARSQA), and to describe their retention times and appropriate filing locations.

II. SCOPE

This Operating Guideline concerns documents and records generated by MARSQA in its normal business functions. The procedures outlined within this Operating Guideline apply to the retention of historical files, the guidelines for which are determined by the Historical Committee (according to the current version of *Operating Guidelines of the Historical Committee*).

III. RESPONSIBILITIES

A record of MARSQA business shall be maintained by SQA Headquarters with the MARSQA Historical Committee Chairperson keeping an index of the documents retained.

IV. PROCEDURES

The following documents and records shall be collected by the Historical Committee Chairperson and some, not all, may be sent to SQA Headquarters where they shall be maintained according to the SQA Document Retention and Destruction Policy.

- Ballots
- Bylaws
- Financial Records
- Membership Applications
- Operating Guidelines
- A current MARSQA membership

V. OTHER DOCUMENTS TO CONSIDER:

Historical Committee Operating Guidelines