



National Association of ~~Elected~~ Emergency and Fire Officials

Protection of Records

Category: ADMINISTRATIVE

Policy Number 6

Approved: February 14, 2009

Revised: ~~December 12,~~
~~2015~~ March 13, 2021

REFERENCE

SCOPE

This policy applies to all persons directly associated with the National Association of ~~Elected~~ Emergency and Fire Officials (NAEFO).

PURPOSE

~~The protection of~~ Protects NAEFO's records, which include By Laws ~~sits~~ Bylaws, meeting minutes, and other documents ~~that are critical of to~~ the proper operation of ~~the~~ Association ~~NAEFO and~~ for compliance with appropriate ~~State~~ laws and regulations.

POLICY

6.10 GENERAL RESPONSIBILITY FOR RECORD KEEPING

The NAEFO Secretary ~~of the Association or designee~~ shall be responsible for the preservation and maintenance of all NAEFO records ~~of the Association~~. ~~The Secretary may:~~
~~_____ (a) Delegate certain responsibilities to the Executive Director, if any, with the approval of the Board of Directors.~~

6.11 LOCATION OF RECORDS

NAEFO records ~~Records of the Association~~ shall be securely maintained at ~~the main place of business~~ NAEFO's physical place of business registered with the State of Oregon ~~of the Association~~. ~~It is the responsibility of the Secretary of the Association to ensure that the records are kept in a secure manner.~~ Electronic versions of NAEFO records may be maintained on the Streamline Portal or any commercial online repository designed by the Board of Directors.

6.12 ~~AMENDMENTS~~ CHANGES TO RECORDS

When ~~Association documents are amended~~ NAEFO records are changed, the NAEFO Secretary ~~of the Association or designee~~ shall ensure that all ~~amendments~~ changes ~~are have been~~ properly made in accordance with the Bylaws ~~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 official NAEFO record ~~of the Association~~, the NAEFO Secretary ~~of the Association or designee~~ shall make the determination

of determine the validity of the challenge. ~~The~~ and the decision of the NAEFO Secretary or designee may be appealed to the Board of Directors, whose decision shall be final.

REVISION HISTORY

<u>Revision Date</u>	<u>Author</u>	<u>Revision</u>
<u>February 14, 2009</u>	<u>Unknown</u>	<u>Initial version</u>
<u>December 12, 2015</u>	<u>Unknown</u>	<u>Unknown</u>
<u>September 16, 2020</u>	<u>Monte Olsen</u>	<u>Renamed association; reworded to acknowledge electronic records and online storage of electronic records.</u>



National Association of Emergency and Fire Officials

Protection of Records

Category: ADMINISTRATIVE

Policy Number 6

Approved: February 14, 2009
Revised: March 13, 2021

REFERENCE

SCOPE

This policy applies to all persons directly associated with the National Association of Emergency and Fire Officials (NAEFO).

PURPOSE

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

POLICY

6.10 GENERAL RESPONSIBILITY FOR RECORD KEEPING

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

6.11 LOCATION OF RECORDS

NAEFO records shall be securely maintained at NAEFO's physical place of business registered with the State of Oregon. Electronic versions of NAEFO records may be maintained on the Streamline Portal or any commercial online repository designed by the Board of Directors.

6.12 CHANGES TO RECORDS

When NAEFO 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 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
September 16, 2020	Monte Olsen	Renamed association; reworded to acknowledge electronic records and online storage of electronic records.

DRAFT