

## **Watershed Agricultural Council - General Records Retention and Storage Policy**

It is the policy of WAC to maintain records as required by law, contract, or generally acceptable practices. Such records will be well organized and stored in an environment that protects them.

### Guidelines

1. The records storage program will be coordinated by the Finance Director and Administrative Services Director (Records Coordinators).
2. Guidelines for retention of records including type of record, length of storage and storage media will be developed by the Records Coordinators in conjunction with various Program Managers.
3. Procedures for storage of, destruction of, and access to records will be managed by the Records Coordinators.
4. A secure and appropriately environmentally controlled storage space will be developed and maintained under the supervision of the Records Coordinators.