



National Association of Elected Fire Officials

Protection of Records

Category: ADMINISTRATIVE

Policy Number 6

Approved: February 14, 2009

Revised: December 12, 2015

REFERENCE

SCOPE

This policy applies to all persons directly associated with the National Association of Elected Fire Officials.

PURPOSE

The protection of record, which include By Laws, meeting minutes, and other documents that are critical of the proper operation of the Association for compliance with appropriate State law.

POLICY

6.10 GENERAL RESPONSIBILITY FOR RECORD KEEPING

The Secretary of the Association shall be responsible for the preservation and maintenance of all 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

Records of the Association shall be maintained at the main place of business of the Association. It is the responsibility of the Secretary of the Association to ensure that the records are kept in a secure manner.

6.12 AMENDMENTS TO RECORDS

When Association documents are amended, the Secretary of the Association shall ensure that all amendments have been properly made in accordance with the Bylaws and adopted policies.

6.13 CHALLENGES TO CONTENT

If a member or other party challenges the content of any official record of the Association, the Secretary of the Association shall make the determination of the validity of the challenge. The decision of the Secretary may be appealed to the Board of Directors, whose decision shall be final.