



# *National Association of Emergency and Fire Officials*

## Protection of Records

Category: ADMINISTRATIVE

Policy Number 6

Approved: ~~February 14, 2009~~  
Revised: ~~March 13, 2021~~ January 7, 2023

### 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 paper records shall be securely maintained at NAEFO's a physical place of business known to NAEFO's registered Registered Agent 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
March 13, 2021	Monte Olsen	Renamed association; reworded to acknowledge electronic records and online storage of electronic records.
<u>January 7, 2023</u>	<u>Monte Olsen</u>	<u>Changed physical place of retained paper records to a place known to the Registered Agent; removed Streamline Portal as an acceptable repository for electronic records</u>