



*Exploring the World of Science*

New York State Science Olympiad, Inc.  
4835 Sweet Road  
Manlius, New York 13104-1415  
[www.newyorkscioly.org](http://www.newyorkscioly.org)

### **Retention of Documents:**

In order for New York State Science Olympiad, Inc. ("NYSSO") to fulfill its mission statement, adequately maintain its commitment to STEM related tournaments, and meet its fiscal and regulatory obligations, NYSSO's Board of Directors (the "Board") is committed to the appropriate and proper maintenance of its records, documents, etc.

### **THEREFORE,**

Documents (to be construed liberally and encompassing both hard and electronic versions) will be maintained in the care and custody of those persons and for those time periods listed below.

#### 1) President:

- a) Contracts, Insurance Certificates for Regional and State Tournaments, Memoranda of Understanding, etc.:  
To be held in the care and custody of the President for a period of 3 years.
- b) Correspondence:  
To be held in the care and custody of the President for an appropriate time period. Correspondence relating to subjects of insurance claims, litigation, or of general corporate importance, etc. to be held in the care and custody of the President for a period of 3 years.
- c) Other Forms, Records, etc.:  
To be held in the care and custody of the President for an appropriate time period.

#### 2) Treasurer:

- a) Financial Records:  
Financial Records, including but not limited to Corporate Tax Returns, to be held in the care and custody of the Treasurer for a period of 7 years.
- b) Budgets:  
To be held in the care and custody of the Treasurer for a period of 3 years.
- c) Insurance Contracts:  
To be held in the care and custody of the Treasurer for a period of 3 years.
- d) Correspondence:  
To be held in the care and custody of the Treasurer for an appropriate time period. Correspondence relating to subjects of insurance claims, litigation, or of general corporate importance, etc. to be held in the care and custody of the Treasurer for a period of 3 years.
- e) Other Forms, Records, etc.:  
To be held in the care and custody of the Treasurer for an appropriate time period.

3) Secretary:

a) NYSSO's Articles of Incorporation and Corporate By-Laws:

To be held in the care and custody of the Secretary indefinitely. They will be made available to the current members of NYSSO's Board of Directors upon request. They are to be provided to newly elected Board Members within a reasonable time.

b) NYSSO's Board of Directors Meeting Minutes:

To be held in the care and custody of the Secretary for a period of 10 years. They will be made available to the current members of NYSSO's Board of Directors upon request. They are to be provided to the Board within a reasonable time.

c) Correspondence:

To be held in the care and custody of the Secretary for an appropriate time period. Correspondence relating to subjects of insurance claims, litigation, or of general corporate importance, etc. to be held in the care and custody of the Secretary for a period of 3 years.

d) Other Forms, Records, etc.:

To be held in the care and custody of the Secretary for an appropriate time period.

4) State Tournament Director:

a) Tournament Registration Records:

To be held in the care and custody of the State Tournament Director for a period of 3 years.

b) Regional and State Tournament Result Summaries:

To be held in the care and custody of the State Tournament Director for a period of 7 years.

c) State Tournament Master Examination Sheets, Master Answer Sheets, and Student Papers:

To be held in the care and custody of the State Tournament Director only until the end of the State Tournament's Award Ceremony. Under no circumstance should this extend past 10:00pm on the aforementioned day. (**Note:** This is in line with the practice of the National Science Olympiad.)

d) Individual Student Information and Release Forms for the State Tournaments:

To be held in the care and custody of the State Tournament Director until June of the respective tournament year.

e) Correspondence:

To be held in the care and custody of the State Tournament Director for an appropriate time period. Correspondence relating to subjects of insurance claims, litigation, or of general importance, etc. to be held in the care and custody of the State Director for a period of 3 years. Should an issue arise, these documents must be forwarded to the President of NYSSO's Board of Directors immediately.

f) Other Forms, Records, etc.:

To be held in the care and custody of the State Tournament Director for an appropriate time period.

5) Regional Site Coordinators:

a) Tournament Registration Records:

To be held in the care and custody of a Regional Site Coordinator for an appropriate time period.

b) Regional Tournament Result Summaries:

To be held in the care and custody of a Regional Site Coordinator for an appropriate time period.

- c) Regional Tournament Master Examination Sheets, Master Answer Sheets, and Student Papers:  
To be held in the care and custody of a Regional Site Coordinator for an appropriate time period. However, it is **highly** recommended that Regional Site Coordinators follow a similar retention policy utilized by the State and National Tournaments.
- d) Individual Student Information and Release Forms for the Regional Tournaments:  
To be held in the care and custody of a Regional Site Coordinator until June of the respective tournament year.
- e) Correspondence:  
To be held in the care and custody of a Regional Site Coordinator for an appropriate time period. Correspondence relating to subjects of insurance claims, litigation, or of general importance, etc. are to be forwarded to the President of NYSSO's Board of Directors immediately.
- f) Other Forms, Records, etc.:  
To be held in the care and custody of a Regional Site Coordinator for an appropriate time period.

*Any questions or concerns regarding this policy should be directed to the President and the Secretary of NYSSO's Board of Directors.*

Submitted, Reviewed, and Approved by NYSSO BOD Dated: Saturday, September 9, 2017	<u>          /s/ John J. Beauregard          </u> John J. Beauregard, Secretary NYSSO Board of Directors
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