

Florida Records Management Association (FRMA)
RECORDS PROCEDURES

FRMA records will be maintained according to the areas of responsibility as listed below. On an annual basis, at or near the Annual Business Meeting, record copies will be transferred to the Director of Administration for central storage.

<i>Records</i>	<i>Executive Board Member</i>
Board Meeting Agendas Annual Report to the Association President's Notebook Correspondence	President
Correspondence	Vice President
Minutes Notices to Members Board History Calendar of Board Meetings and Association Conferences/Events Correspondence	Secretary
Annual Budget Annual and Quarterly Financial Reports Federal and State Corporation Returns and Forms Bank Account Authorization Documents Purchasing Records Receipt/Revenue Records Journals, General Ledger, Bank Statements, Canceled Checks, Receipts, and Invoices Correspondence	Treasurer
Articles of Incorporation Bylaws Duties and Responsibilities of the Executive Board Document IRS Determination Letter 1023 Application Bond Insurance Documents Contracts (Originals) Audit Reports Correspondence	Director of Administration
Membership Records Election Records Nominating Committee Records Conference Registration Records Correspondence	Director of Membership
Conference Records and Supporting Documentation Correspondence	Director of Conference Programs
Newsletters and Supporting Documentation Vendor Information Scrapbooks and Photo Albums Publications and Brochures Correspondence	Director of Public Relations
FCRM Program Documentation Conference Attendance Sheets Correspondence	Director of Education