



Policy TITLE:	Management of Records
Policy NO.:	1-104
REVISION NO:	0.1
Program	Administrative and Guidance Procedures

Committee Approved Date:	
Policy Committee Reviewed Date:	
TNI Board of Directors Endorsed Date:	
SOP Effective Date:	11-14-07

I. SCOPE AND APPLICABILITY

This policy affirms the role of TNI's Secretary in managing the records of the Institute, including their retention, storage, and disposal. This policy relates to records generated in the course of conducting TNI operations and applies to all TNI Programs.

II. POLICY STATEMENT

TNI records, whether in hard copy, electronic, oral, or visual media, shall be maintained in a manner that ensures their permanence and accessibility, and that facilitates compliance with local, state, and federal laws. The Secretary of TNI shall act as custodian for all TNI records, in charge of their storage and disposal.

III. POLICY IMPLEMENTATION

To ensure that all TNI programs comply with this policy, the Secretary is authorized to create or guide the creation of procedures. The Secretary of TNI shall:

1. Establish a retention schedule for all records.
2. Designate locations, whether virtual or physical, for the safe storage of records.
3. Develop procedures for discarding records that have exceeded their retention period.
4. Devise procedures to process requests for records and for access to them.
5. Monitor compliance of TNI Programs with this policy.
6. Review and modify procedures developed to implement this policy to ensure they are in compliance with local, state, and federal laws.
7. Authorize deviations from established retention periods and disposal procedures required to support litigations, claims, or subpoenas.

IV. COMMITMENT TO ACCESSIBILITY

TNI is committed to conducting operations in an open, inclusive, and transparent manner. Accordingly, access to TNI records shall not be denied to any requester that complies with

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procedures authorized by this policy, unless access to the information is restricted or limited by existing local, state, or federal regulations, or the information has been designated confidential business information by the TNI Board of Directors.

Policy Approved Changes

Prev. Policy No.	New Policy No.	Date of Change	Description of Change
	1-104 Rev 0.1	3-16-12	Updated format..