

**Standing Rule #4
Records Retention**

Next review: January 31, 2023

The CAFM Commission will retain documents and data in accordance with its record retention policy set forth below. Electronic retention policies are the same for hard copies. Electronic files shall be regularly backed up.

General

Documents should not be retained past the designated times set forth in this policy. In addition, all paper and electronic files should undergo periodic review by designated staff, at least annually, to ensure compliance with this policy.

Document Type	Retention Period
Standing Rules & Program Policies	Permanent
Agendas and related documents	6 years
Meeting Action Notes	Permanent
Commission membership roster	Permanent
Committee & Taskforce rosters	Permanent
Budgets/Financials	7 years

Correspondence

Any outgoing official correspondence on behalf of the Commission that expresses or explains an official position or policy should be kept permanently, along with related incoming correspondence.

Legal

Communications containing legal advice should be marked "Confidential and Privileged" and clearly identify the authors or recipients as lawyers. Employees or volunteers should not distribute documents containing privileged attorney -client information without specific authorization from the attorney. Should the Commission or NAFA be engaged in litigation or receive a subpoena for documents, the Record Retention Policy may be suspended on advice of legal counsel. The destruction of any documents in such circumstances may be inappropriate.

Document Type	Retention Period
Claims and litigation	Permanent
Contracts	Permanent
Contracts – drafts	Discard after final contract is signed
Correspondence – legal	Permanent
Trademark registrations and copyrights	Permanent

Certificant

Document Type	Retention Period
Certificant Awards	Permanent
Applications	Permanent
CPE Documentation	7 years
Revocation proceedings documents	Permanent

Commission Elections

Nomination and election files will be discarded after need no longer exists

Examination Development

All documents related to the development and maintenance of the exams will be maintained permanently. These documents include, but are not limited to, job analysis studies, reports, documentation of item writing activities, exam forms, and technical reports. The item bank used to develop the CAFM exam will be maintained permanently by the Commission or its designated vendor.

Document Type

Exam Responses/Answers
Exam Attempt Test Scores

Retention Period

2 years
5 years