

LONE STAR REGION VOLLEYBALL ASSOCIATION Records Retention Policy

The policy of the Lone Star Region Volleyball Association (LSR) is to both manage and retain records in a fashion that complies with federal and state regulations pertaining to nonprofit organizations. The manner of management and retention will meet operational needs, while also recognizing constraints the organization faces with physical storage space. Records may be in various forms but will be predominantly digital. LSR continues to make efforts to digitize old records and is working toward building a more efficient organization.

It is the policy of LSR that no one will knowingly alter, destroy, conceal, falsify, or otherwise harm any record or document for the purpose of committing any financial fraud, unethical act, or a violation of state or federal law. Additionally, no harm may be done to records with the intent of impeding, obstructing, or influencing an investigation or the proper administration of any matter within the jurisdiction of the LSR Board of Directors, outside investigators, or any state or federal agency.

Records retention, as well as other nonprofit business practices, are governed by the Texas Secretary of State. Records may be kept for a longer period of time than minimum standards based on operational needs or other constraints.

Procedures Relating to Membership Information

LSR will retain membership records for seven years. This information includes names, addresses, contact information, and certification information of individuals who purchased a LSR membership at any time in the last seven years. Information is digitized, secured and stored in the USAV database. LSR does not store payment information used to purchase memberships and does not have access to that information, either from past membership purchases or for memberships purchased in the current season.

Procedures Relating to Tournament Information

Tournament hosts are required to digitally submit results from sanctioned tournaments to the Ranking Committee. Hard copies of results, scoresheets, and rosters from individual tournaments are kept for the current season by each site host.

Manner of Disposition

Upon expiration of a retention period for a group of records, shredding by a licensed company specializing in information destruction is preferred. Certificates of destruction will be maintained in the LSR offices each time such action is performed.