

**NCS Policy 1.19 LSC Document Retention and Destruction Policy**

Purpose: To define timing and procedures governing LSC documents

**1.19.1**

North Carolina Swimming will retain and dispose of electronic and printed documents in compliance with applicable North Carolina state law, IRS guidelines, USA Swimming LSC bylaws, and any other regulatory requirements governing document retention. Covered records include, but are not limited to, financial transaction records, human resources files, insurance documents, meeting minutes, contracts, and any related electronic or written communications.

**1.19.2**

Documents will be securely stored on the LSC website and maintained by staff and Board of Directors members who hold roles with responsibility or oversight for these records.

**1.19.3**

North Carolina Swimming's legal counsel shall be instructed to inform the General Chair when document destruction (planned or otherwise) should be halted. The General Chair will, in turn, notify the staff and board members.