

Subject: Records

Date Approved/Last Revised: **September 2007**

Responsible Body: **Policy Committee**

References: **None**

Records Confidentiality

Owner Records

All Sacramento Natural Foods Cooperative (SNFC) owner records, including addresses and telephone numbers, are confidential and private. Only authorized staff (or an authorized designee) and Board members may have access to these records, and only for the purpose of Co-op business.

However, the Board may approve an exchange or distribution of lists with another nonprofit or cooperative organization that shares the philosophy and concerns of SNFC. Only those owners who have consented in writing may be included on such a list.

Corporate Records

Financial statements, budgets, and reports to the Board presented in open meeting by the General Manager, staff, committees, or others are open to all interested owners or staff. All other records are proprietary information and are confidential. They shall only be available to management and the Board of Directors or those staff members who are designated by the General Manager to view such records as a necessary part of their positions.

Personnel Records

Personnel records are confidential and are maintained by SNFC management.

Records Retention

SNFC management will maintain business records as required by law and according to generally accepted standards. The retention record for Board records is as follows:

Board Meeting Packets (Agenda, Minutes, Attachments, etc)	Permanent
Resolutions	Permanent as part of Board meeting packets
By-Laws (current and superceded)	Permanent
Board Policies	Until superceded. (Older versions are archived at the Board's discretion.)
Board Retreat Agendas and Notes	Permanent
Annual Reports	Permanent
Election Results	Permanent
Ballots	One year