



TEXAS J REGIONAL ADVISORY COUNCIL

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www.texasjrac.org

Standard Operating Procedure

FINANCIAL SOP:	Document Retention
SOP NUMBER:	F # 10
SOP EFFECTIVE DATE:	10/09
SOP REVIEWED:	11/09; 8/10
SOP REVISED:	

SOP AUTHORITY STATEMENT:

As stated in the By-Laws in Article VI.10 The Executive Committee shall be empowered to employ personnel to conduct the business of the RAC.

As stated in the By-Laws in Article IX.1 The Board of Directors may authorize any Officer or agent of the Organization to enter into a contract or execute and deliver any instrument in the name of and on behalf of the Organization. This authority may be limited to a specific contract or instrument or it may extend to any number and type of possible contracts and instruments.

As stated in the By-Laws in Article X.4 The Corporation shall keep correct and complete books and records of account. The Corporation's books and records shall include:

- A. A file-endorsed copy of all documents filed with the Texas Secretary of State relating to the Corporation, including, but not limited to, the Articles of Incorporation, and any Articles of Amendment, Restate Articles, Articles of Merger, Articles of Consolidation, and Statement of Change of Registered Office or Registered Agent.
- B. A copy of the By-laws and any amended versions or Amendments to the By-laws.
- C. Minutes of the proceedings of the Organization, Board of Directors, Executive Committee, Standing Committees and Ad hoc Committees.
- D. A list of the names, addresses and telephone numbers of the Participants, Directors, Executive Committee Members, and Officers.
- E. An annual external audit showing the assets, liabilities, net worth, income and expenses of the Corporation at the end of each fiscal year, to be completed by the end of the second quarter of the following fiscal year.
- F. All rulings, letters, and other documents relating to the Corporation's federal, state and local tax status.
- G. The Corporations' federal, state and local information or income tax returns for each of the Corporation's tax years.

OPERATING PROCEDURE:

1. All documents, papers, letters, books, maps, photographs, sound or video recordings, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Texas J RAC or any of its officers or employees pursuant to law or in the transaction of public business

- are hereby declared to be the records of the Texas J RAC and shall be created, maintained, and disposed of in accordance with the provisions of the State law.
2. All records as defined above are hereby declared to be the property of the Texas J RAC. No official or employee of Texas J RAC has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.
 3. All retention and any destruction of records of the Texas J RAC will be in accordance with this schedule and the State and Federal Laws.
 - Articles of Incorporation; By-Laws; Federal Tax Returns and the System Plan will be kept for the duration of the Texas J RAC.
 - Financial documents for 5 years.
 4. Documents to be destroyed by shredding must be approved by the Executive Committee.