

Organization Record Retention Policy

Overview

The Grant Professionals Credentialing Institute (or “GPCI”) takes seriously its responsibility to preserve information.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the organization may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the President of the GPCI.

All files should be kept electronically by a Board designee. For records that are not available in a digital format, paper copies must be maintained according to the retention schedule. All records must be stored in secure locations (See Security Policy). Paper records are stored on site at the GPA Head Office. Records are stored in a manner that protects confidentiality of the information and integrity of the record. Records with confidential information of any kind are shredded.

File Category	Item	Retention Period
Organization	Bylaws	Permanent
	State Registration	Permanent
Records	Articles of Incorporation including amendments and restatements	Permanent
	Accreditation Applications and approvals	Permanent
	Memorandum of Understanding	Useful life
	Board Meeting Minutes	Permanent
	Board Member Applications	2 years
	Conflict of Interest Agreement	3 years Board members duration of Board Service and 3 years following last date of service.
	Non-Disclosure Agreements/ Confidentiality Agreements	3 years, board members for duration of board service and 3 years following last date of service
	Confidentiality Candidate Agreement	Permanent
	Finance	Financial statements
Past Budgets		3 years
Check register and checks		7 years
Bank deposits and statements		7 years
Donation Records		7 years
Credit Card Records		7 years
Contracts and agreements		5 years after all obligations end
Correspondence – general		3 years

Policy Number: 7.00001

Approved: 10/03/2013, 06/03/2015, 03/02/2017, 08/02/2018, 12/06/2018, 05/23/2023

	Invoices	3 years
Insurance	All insurance records and policies	Permanent
Tax	IRS exemption determination and related Correspondence (501c3)	Permanent
	IRS Forms and Filings	Permanent
GPC Examination Records	Eligibility Packets/ Exam application records/Exam papers	3 years
	Audited Eligibility Packets	Permanent
	Certificants' Directory (Past, Retired and Current)	Permanent
	Exam Scores	Permanent
	Examination items (item bank)	Useful Life
	Recertification Records	Permanent
	GPC Expiration/ Lapse notices	Maintained in permanent database
	Audited Recertification documents	Permanent
Publications	Appeal Records	Permanent
	Articles, newsletters, papers, published research representing or speaking on behalf of the Board	3 years
Policies	Annual Reports	Permanent
	Current Policies and Procedures	Useful Life
Certification activities	Old Policies and Procedures	0 years
	Job analysis, standard setting, technical reports, cut score studies, etc.	5 years
	Psychometrician statistical reports	Permanent
	Examination Pass/ Fail lists	Permanent
Applicant/ Certificant files	Irregularity reports	5 Years
	Historical list of names of applicants for each year.	Permanent
	Historical list of names of certificants for each year.	Permanent
	Applicants and certificants who have requested a special accommodation for taking the examination due to disability.	Permanent
	Applicants and certificants who have been denied certification or recertification	3 years after denial mark in database, document in database and purge files on schedule.
	Applicants and certificants who are deceased	Permanent
	Certificants who have been the subject of GPCI disciplinary proceedings.	5 years

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Grievance and Discipline Records	Code of Ethics	Permanent
	Disciplinary procedures	Permanent
	Disciplinary cases (including hearing proceedings and transcripts):	
	No probable cause found	5 Years after date no probable cause found
	Censure	5 years after censure imposed
	Probation	5 years after probation imposed
	Suspension	5 years after suspension imposed
	Revocation	Permanent
Accepted Education Program	Approved education trainings for certificants' recertification.	4 years after approval

1. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time.

2. Document Destruction

The Board is responsible for the ongoing process of identifying its records which have met the required retention period and overseeing their disposal.

Document disposal will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent.

3. Compliance

Failure on the part of Board members to follow this policy can result in possible removal from the Board. The Board will periodically review these procedures to ensure that they are in relevant.

4. Disposal of Secure and Confidential Materials

After the record retention requirements are met, inactive records that contain confidential information or that identify a specific individual, must be shredded, incinerated, or destroyed in such a way that confidential information cannot be revealed.

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