WEF RECORD MANAGEMENT POLICY

The primary purpose of the Water Environment Federation® (WEF) record management policy is to properly identify and preserve specified records for an applicable retention period and to eliminate unnecessary records. This policy is reviewed systematically based on the reasonable, legitimate business needs of the Federation and to comply with the legal requirements and government regulations applicable to WEF. Specifically, the WEF records management policy will meet the criteria listed below.

1) Records vital to the ongoing operation of the business shall be identified and appropriately safeguarded.

2) All records not necessary for legal or business reasons and not required to be retained by law or regulation shall be destroyed in order to reduce the high cost of storing, indexing, and handling the vast amount of documents that would otherwise accumulate and to maximize the performance of computer systems.

3) Destruction of records shall take place only in compliance with a standard written WEF Record Management Timetable in order to avoid any inference that any document was destroyed in anticipation of a specific problem. The WEF General Counsel, in coordination with the appropriate Federation staff, will systematically review and update the WEF Record Management Timetable.

4) Documents that are not otherwise subject to retention for business reasons may need to be retained because of unusual circumstances, such as litigation or a government investigation. If for any reason it is felt that an unusual circumstance exists or arises, the General Counsel shall be notified immediately. When litigation or investigations occur, the General Counsel will notify the appropriate departments and direct that relevant categories of documents be labeled for retention until further notice.

5) The privacy and security of records shall be appropriately assured.

6) The policy shall apply to records maintained on all types of storage media, including electronic storage.

7) Records such as notes, memoranda, letters, reports, computer disks, tapes, and so forth, located in individual staff offices, at home, or any other offsite location are subject to these guidelines and shall be managed consistent with these guidelines.

8) This records management policy shall be effective upon approval by the WEF Board of Trustees.