



Society for Clinical Data Management
DATA DRIVEN

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Policy and Procedure Manual

August 2018 V2.6

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1. Policy and Procedures Administration

Review Cycle

The SCDM Policies and Procedures manual define how the group makes decisions, actions and methods used to express policies and day to day operations. The Policies and Procedures Manual is to be reviewed on a 3-year cycle maintained by MCI with oversight provided by the SCDM Secretary.

SCDM Bylaws

The SCDM Bylaws contain information about board member terms, voting rights, privileges, activities and appointment of officers. This document can be found on the SCDM website.

2. Programs/Products and Marketing

Use of SCDM Logo

The use of the SCDM logo will be granted on a single instance, case-by-case basis to those individuals, associations or agencies where that usage is consistent with the SCDM mission or purpose. The person(s), associations or agencies using that logo acknowledges that the SCDM is the sole owner of the logo and that the use of the logo does not represent any warranties or endorsements of any kind, either express or implied. In no event shall SCDM be liable for any consequential, incidental, or special damages arising from or relating to a participant's use of the logo even if SCDM has been advised of the possibility of such damages. SCDM makes no other warranties of any kind, either expressed or implied, with respect to the logo. The person(s), associations or agencies shall indemnify and hold harmless and forever discharge SCDM and its officers, directors, agents and employees from and against, and in respect of, any and all suits, claims, demands, damages, costs and expenses, including attorney's fees that may be claimed or asserted against SCDM resulting from the use of the logo. Permission to use the SCDM logo may be requested through SCDM administrative offices at:

North American Office	Global Headquarters	India Office
Society for Clinical Data Management, Inc 1444 I Street, NW, Suite 700 Washington DC, 20005, USA Tel: +1-202-712.9023 Fax: +1-202- 216.9646 info-am@scdm.org	Society for Clinical Data Management, Inc 280 Boulevard du Souverain B-1160 Brussels, Belgium Tel: +32 2320 25 29 info@scdm.org	Society for Clinical Data Management 203, Wing B, Citipoint (Near Hotel Kohinoor Continental) J.B. Nagar, Andheri-Kurla Road Andheri (East), 400059 Mumbai, India Tel: +91 22 61432600 Fax: +91 22 67101187 info-in@scdm.org

3. Committees

Committees:

SCDM has many committees that directly contribute to the success of the organization. Committees are made up of SCDM volunteers and led by a Committee Chair. Committee oversight is provided by the Board of Trustees. Committee Chairs are appointed by the Board of Trustees.

Each Committee has a Roadmap or Charter document identifying the characteristics, goals, and an action plan for the committee.

Each Committee develops a roadmap identifying their goals and documenting how the committee plans to achieve these goals. Goals are communicated by the Board of Trustees.

4. Certification

CCDM Certification

Eligibility Requirements for the Certified Clinical Data Manager Examination

You do not need to be a member of the Society for Clinical Data Management (SCDM) to apply for or take the examination to become a Certified Clinical Data Manager (CCDM).

You do not need to be currently employed as a Clinical Data Manager (CDM) in order to apply for or take the examination. You do not have to have a college degree to be eligible to take the examination; however, you must meet one of the following criteria:

- Bachelor's degree or higher plus 2 or more years full time CDM experience
- Associate's degree (2 years) plus 3 or more years full time CDM experience
- No degree plus 4 or more years full time CDM experience
- Part-time work experience will be translated into full time work experience

Anyone who has had his/her CCDM certification currently suspended is not eligible to take the certification examination until his or her suspension is completed. Anyone whose name is on the FDA debarment list or has had his or her certification permanently revoked is not eligible to take the certification examination.

CCDM Certification Notification

The CCDM exam can be taken from any laptop or desktop that has internet connection and a camera, which is used for proctoring purposes. Upon completion of the exam, results will appear on screen. In order to pass the exam, candidates will have to answer >70% questions correctly (i.e. 92 or more of the 130 questions). Formal notification will be sent from the SCDM administrative office. If the candidate does not pass the exam, the candidate may re-take the exam within one (1) calendar year of the formal notification from the administrative office of the original exam results. After that time, a full application must be submitted and the full fee structure applies.

CCDM Certification Renewal

SCDM Certified Clinical Data Management professionals (CCDMs) are required to renew their certification every three years from the time of their original certification.

The CCDM Renewal application must be submitted along with:

- ♦ Renewal or exam fee
- ♦ CEU submission form
- ♦ CEU certificates from all educational events (Non-SCDM)

To renew certification, candidates must acquire a minimum of 1.8 CEU's within years. This time frame begins from the date of certification until the date the CCDM eligibility expires. SCDM requires that at least 60% of CEUs come from clinical data management (CDM) specific training. SCDM allows up to 40% of CEUs to come from Non-CDM specific training. SCDM will accept CEU certificates* for training completed within organizations that offer IACET CEUs. CEU certificates must be provided for each training course completed.

Certificates* for CEUs from Public/non-profit organizations (SoCRA, SCT, DIA, ACRP, Universities) as well as private organizations will be considered equally; however, internal company training is not applicable.

CEU certificates for training completed by organizations that do NOT offer IACET CEUs are accepted only when the applicant has submitted the *Non-IACET CEU Affidavit Form* to the SCDM Administrative Office and provider is approved by SCDM.

* CEU Certificates **must** include the following:

- ♦ Workshop title
- ♦ Date of offering
- ♦ Name of sponsoring organization
- ♦ Specific number of CEUs issued
- ♦ Signature and date of representative from sponsoring organization

IACET Requirements

As an IACET authorized provider, SCDM must adhere to current IACET requirements for all education programs offering CEUs. The Education staff (comprising the Educational Projects Manager, Certification Manager and Membership and Customer Service Administrator) is responsible for ensuring compliance and conducting the review process.

5. Membership

Membership Dues

New members shall pay full dues upon joining the association. There will be no pro-rating of membership dues. Members joining at or after Annual Conference in the fall shall be considered paid

in full for the following calendar year's membership. Joining the SCDM is not a pre-requisite for attending SCDM meetings. However the registration may include an option to join the society. Registration discounts are available for SCDM members.

The effective date of membership is the date the application is processed. Members are required to renew on January 1st of each year. Members not renewing by March 31st will be considered to have left the society.

Associations with which the SCDM liaises e.g. other Clinical Data Management organizations, are entitled to one free membership for the purpose of receipt and distribution of SCDM related information.

The cost of membership will be reviewed by the BoT at its first meeting of the year. Any changes will come into effect the next calendar year.

Past Chairs of SCDM will automatically become honorary lifelong members.

Release of Members' Names

Fellow member information is available through the member's only portion of the web page. The membership list may not be sold or released to outside parties. Exceptions to this policy include the listing of conference attendees for the Annual Conference and any other meeting forums where it's appropriate. This listing is provided to full conference attendees but not exhibiting vendors.

6. Education

SCDM Education Procedures

SCDM's Development Process for Identifying Learning Needs and Objectives for the Webinars, Online Courses and Conferences

The SCDM Webinar and Online Courses Committees and the Annual Conference Taskforce use multiple resources (Annual Education survey, Annual Conference survey and the Clinical Data Manager Certification Exam results) to create webinars and online courses designed to fulfill the needs expressed in the surveys and exam results of the SCDM membership specifically and clinical research professionals in general.

SCDM's Evaluation Tool for Planners' & Instructors' Competencies

To insure SCDM's compliance with the ANSI/IACET 1-2007 Standard, planners and instructors involved in SCDM's learning events must be validated as competent and knowledgeable in their field of expertise. This appraisal is a part of the decision-making steps in order for the Committees to fully determine if the planners and instructors are competent and knowledgeable.

7. Board Organization/Operations

Apparent Authority

It shall be the SCDM policy that any communication on behalf of the association shall be official, at the direction of the chair, board or executive director. No statements shall be made, either verbal or written that conflict with the position or policy of SCDM. Leadership and staff should understand that

by virtue of their position, that statements may be perceived by the public as official and on behalf of SCDM. To control official communications, stationary and business cards shall be for use of the elected chair and staff only.

Members of the board, committees or ad hoc task forces may not use association letterhead.

Staff will prepare letters sent on behalf of the organization with a copy remaining in the office. Exceptions may be made to the policy so long as the purpose of the communication is made known and approved by the chair and/or the executive director in advance; if the exception is approved, a copy of the communication shall be provided to staff within 24 hours of dissemination for permanent file retention.

Contracts & Agreements

The SCDM Chair or delegate is the only individual authorized to sign contracts and agreements on behalf of the association.

8. Finance

Finance

Finance

The Trustees of the Society will review monthly budget reports and balance sheets prepared by the SCDM administrative office and received via e-mail and provide questions to the Treasurer.

The Treasurer, working with the SCDM administrative office, will provide a draft operating budget for review by the Finance Committee. The Treasurer will present this budget to the BoT for approval by the first board meeting of the year.

The Society will contract for an audit of its financial records on an annual basis by an outside accounting firm. In addition, the accounting firm will prepare all necessary IRS forms for review and approval by the Treasurer and the Finance committee.

Reserve Policy

SCDM should aim to have one-year operating budget in reserves to fund emergency or special projects that are not current year's operating budget. Each year an amount should be determined to set aside for the reserve fund.

Investment Policy

It is the policy of SCDM to realize maximum gains in held financial assets subject to prudent cash flow management and low risk to principal. It is the responsibility of the SCDM Executive Director in consultation with the SCDM Treasurer to recommend an investment strategy on an annual basis for approval of the Executive Committee prior to its execution during their annual Summer Board meeting.

Insurance

Each year the association will purchase General Liability coverage, Directors and Officers Liability coverage. The Board of Trustees has decided not to purchase Convention Cancellation and Interruption coverage due to the limited scope of the coverage. Convention Cancellation and

Interruption coverage may be purchased for events that provide significant income to the association and that are at risk for cancellation or interruption, as recommended by staff and approved by the Board of Trustees.

Volunteers' Expenses

If an SCDM volunteer's employer supports their involvement in SCDM activities and will provide reimbursement, SCDM will appreciate and recognize that contribution to the association.

In exceptional cases, expenses not met by an employer may be reimbursable by the SCDM. The Board of Trustees must pre-approve consideration of out-of-pocket expenses incurred on behalf of the organization per the following guidelines:

Travel: SCDM will reimburse individuals for air travel at the coach rate. If the volunteer is willing to extend their stay, before or after a meeting, and the difference between the airfare savings and hotel rate is greater, the additional night(s) will be reimbursed by SCDM. In-flight movies and alcoholic drinks are not reimbursable. SCDM will reimburse for train or car travel if the cost does not exceed that for airfare, including highway tolls. Automobile mileage is reimbursable at the rate allowable and set by the IRS and is reimbursable when total mileage does not exceed the cost for air travel at the coach fare. Parking at either the airport, or at the conference facility is reimbursable.

Rental cars: Rental cars are not reimbursed by SCDM.

Overnight Accommodations: Instructors at SCDM conferences and programs should make their own hotel reservations, observing reservation deadlines and cut-off dates. Room and taxes will be billed to the Master Account and instructors are responsible for their own incidentals, such as in-room movies or laundry service. Volunteers are also responsible for canceling their accommodations, when required.

Meals: Members are expected to participate in group meals, when scheduled. Meals purchased individually (when no group meals are scheduled) are reimbursed at the following rates: breakfast, \$10; lunch, \$15; dinner, \$25, to a maximum of \$50/day. Alcoholic beverages are not reimbursable.

Gratuities: Reimbursable gratuities are limited to 15%.

Receipts: Receipts for all expenses over \$25 must be provided.

Payment of Volunteers' Expenses

All bills for volunteer expenses allowed for by the Volunteer's Expense policy and pre-approved by the Board of Trustees must be submitted to the SCDM Administrative Office together with a voucher detailing the expense, signed by the individual requesting the payment, within 30 days. Receipts are required for all items over \$25.

SCDM Administrative Office is responsible for ensuring that the voucher is approved by the Treasurer. Contractual obligations are excluded from this policy as well as transfer of funds into the money market account.

Accounting and Auditing Matters

MCI shall immediately notify the other MCI Partners and the Audit Committee of any complaints regarding accounting practices, internal controls or auditing and work with the other MCI Partners until the matter is resolved. The Audit Committee shall be notified of reported concerns or complaints regarding such issues.

9. Fundraising

Advertising: Data Basics

The Society for Clinical Data Management (SCDM) accepts advertising in Data Basics but reserves the right to accept or reject any one or all advertisements. Advertising is at the discretion of the publication editors. Advertisers assume full responsibility for all content of advertisements, including text, representations and illustrations. SCDM reserves the right to refuse any advertisement for any reason. The advertiser agrees to hold SCDM harmless from any and all claims or suits arising out of publication of any advertising. SCDM assumes no liability, including but not limited to, compensatory or consequential damages, or any errors or omissions in any advertisement.

Upon receipt of an advertisement request, the SCDM Administrative office will provide the requested advertisement to the Data Basics Editor(s) for review and approval. Should the Data Basics editor have concerns regarding the content and suitability of the proposed advertisement, he/she will consult with the SCDM BoT Liaison prior to accepting or rejecting the advertisement.

Advertisements are expected to promote products and services appropriate to the practice of the clinical data management. Advertisements are non-commissionable to agencies and payment is the ultimate responsibility of the advertiser. Payment in full is due in advance of publication.

Advertising Rates** are subject to change on an annual basis, SCDM website will always list current information. All ad rates are net, non-commissionable.

Advertisers purchasing multiple ad packages will have the option of placing those ads anytime within the 12-month period following receipt of payment by SCDM. Advertising rates can be found on the SCDM Website.

Advertising requests and payments received after published deadlines may not be included in the next publication. This is at the discretion of the SCDM and the Administrative office. Cancellations or changes in advertising requests by the advertiser or its agency 5 days or later after the submission deadline will not be accepted.

Mechanical Requirements for Advertisements are as follows:

Do not send logos/photos/images from word processing software, presentation software or Web sites. Files should be saved in the native application/file format in which they were created. Photos/images should be high resolution and received in the file size you wish to have it printed. -600 dpi or higher for black and white; 300 dpi or higher for color/grayscale.

Acceptable file formats include AI, EPS, and high-resolution PDF, PSD, JPEG and/or TIFF.

All forms, artwork, and payments should be submitted to the SCDM administrative office.

Accepted methods of payment are via online credit card through secure server (Visa, MasterCard or American Express) or check.

Advertiser agrees to hold SCDM harmless from any and all claims or suits arising out of the distribution of his/her web site link and content of web site. SCDM assumes no liability, including but not limited

to compensatory or consequential damages, for any errors or omissions in connection with any ad. SCDM reserves the right to refuse or delay advertisements due to content or volume.

Advertising: Data Connections (e-newsletter)

On a once monthly basis the Society for Clinical Data Management (SCDM) will send the SCDM e-newsletter (Data Connections) to the SCDM Membership electronic mail distribution list. Web site links as advertisements can be included in Data Connections as a form of advertisement. Data Connections will be sent out the last business day of each month.

Acceptance of web site links for inclusion in Data Connections will be at the sole discretion of SCDM.

Requests for advertisements must be received by [SCDM](#) by the 15th of the month prior to guarantee the advertisement will be included in that month's publication. Advertising payment details can be found on the SCDM website.

Upon receipt of an advertisement request, the Administrative Office will provide the requested advertisement to the Data Connections Editors for review and approval. Should the editor have concerns regarding the content and suitability of the proposed advertisement, he/she will consult with the SCDM BoT Liaison prior to accepting or rejecting the advertisement.

Acceptance of the advertisement for publication in the SCDM e-newsletter will be based primarily upon professional merit and suitability (i.e., topic, scope, and perceived interest to SCDM membership).

SCDM has the discretion to include SCDM business and multiple advertising web site links in Data Connections.

The costs for electronic distribution of an individual link to a web site, including a brief description of the company and services (6-line maximum) as advertisement to the membership via the SCDM newsletter are detailed on the SCDM Website. Ads should be posted to the SCDM website in the Media Kit section.

Advertisers purchasing multiple ad packages will have the option of placing those ads anytime within the 12-month period following receipt of payment by SCDM.

Cancellations or changes in advertising requests by the advertiser or its agency must be received in writing (email is acceptable) no later than five (5) days after the submission deadline. Cancellations or changes in advertising requests received more than five (5) days after the submission deadline will not be accepted.

Advertiser agrees to hold SCDM harmless from any and all claims or suits arising out of the electronic distribution of his/her web site link and content of web site. SCDM assumes no liability, including but not limited to compensatory or consequential damages, for any errors or omissions in connection with any ad. The SCDM reserves the right to refuse or delay advertisements due to content or volume.

Advertising: Job Posting or Event Posting on Website

The Society for Clinical Data Management (SCDM) provides opportunities for Job Postings or announcement of upcoming events of interest to the SCDM membership on the SCDM website. The SCDM website will be updated on the 1st and the 15th of the month to include new event

announcements. These postings will be made available in the Announcement section of the Society’s website. Job postings will be updated upon submission. These postings will be made available in the Job Postings section of the Society’s website. Acceptance of a posting on the SCDM website will be based primarily upon professional merit and suitability (i.e. scope and perceived interest to the SCDM membership).

Requests for job postings along with payment information must be received by SCDM via the online submission form. Requests for event postings must be received by SCDM in email format sent to info@scdm.org , once received the event posting will be added to the SCDM website on the 1st or 15th of the month.

Payment in full must be received when the job posting is requested. Accepted methods of payment are via online credit card through a secure server (Visa, MasterCard or American Express). If a company is unable to pay by credit card, an invoice must be requested by contacting info@scdm.org. Job postings will not be added to the website until payment is received. Payment rates can be found on the SCDM website. Checks should be mailed to:

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Society for Clinical Data Management, Inc 1444 I Street, NW, Suite 700 Washington DC, 20005, USA Tel: +1-202-712.9023 Fax: +1-202- 216.9646 info-am@scdm.org	Society for Clinical Data Management, Inc Boulevard du souverain 280 B-110 Brussels, Belgium Tel: +32-2-740.22.37 Fax: +32-2-743.15.50 info@scdm.org	Society for Clinical Data Management 203, Wing B, Citipoint (Near Hotel Kohinoor Continental) J.B. Nagar, Andheri-Kurla Road Andheri (East), 400059 Mumbai, India Tel: +91 22 61432600 Fax: +91 22 67101187 info-in@scdm.org

Advertisements for announcements of upcoming calendar events sponsored by other not-for-profit organizations may be accepted in return for reciprocal services of approximately equal value to SCDM at the discretion of the SCDM Marketing Representative, Marketing Co-chairs and the BoT Liaison (the BoT Executive committee may also be consulted).

If a reciprocal opportunity is not available, then inclusion, at no charge to the vendor, of reference to the educational course offering that may be of direct benefit to the members in preparing for the CCDM certification exam, may be offered.

Advertisers purchasing multiple ad packages will have the option of placing those ads anytime within the 12-month period following the receipt of payment by SCDM.

Cancellations or changes in posting requests by the advertiser or its agency must be received in writing (email is acceptable) no later than 5 days after the submission deadline. Cancellations or changes in requests received more than 5 days after the submission deadline will not be accepted.

Advertiser agrees to hold the SCDM harmless from any and all claims or suits arising out of the electronic distribution of his/her website link and content of website. SCDM assumes no liability, including but not limited to compensatory or consequential damages, for any errors or omissions in connection with any posting. The SCDM reserves the right to refuse or delay posting due to content or volume.

10. Affiliations with other Organizations

SCDM maintains affiliations with other organizations with the purpose of cross-marketing to gain membership, or collaborating to produce white papers or other industry documents.

Affiliation details are documented in a memorandum of understanding (MOU) document for each relationship, and these documents are reviewed and updated every 2 years.

11. Staff policies and Procedures

Administrative Staff Expenses

Expenses for administrative staff must comply with the Volunteers' Expenses policy. Any exceptions must be approved in advance by the appropriate Board of Trustee (BOT) member.

Payment of Administrative Staff Expenses

All bills for administrative staff expenses must be submitted to SCDM Treasurer together with a voucher detailing the expense, signed by the individual requesting the payment, within 30 days. Receipts are required for all items over \$25. SCDM Administrative Office is responsible for ensuring that the voucher is approved by the Treasurer.

Payment of Bills/Invoices

A detailed voucher or invoice must accompany all bills submitted for payment by the association. The invoices must be signed by the individual requesting the payment and forwarded to the Treasurer for written approval. SCDM Administrative office is responsible for insuring that invoices for contractual

obligations are reviewed and approved by a member of the Board of Trustees prior to payment to ensure that the contractual obligations are being met.

Checks for services rendered to the Society for amounts up to \$8000.00 may be signed and approved by the SCDM Executive Director. Checks for services rendered to the Society for amounts greater than \$8000.00 must be signed and approved by the Treasurer in addition to the MCI Executive Director.

12. Meetings

The SCDM offers one principal meeting each year: the Annual Conference, single day events and smaller regional events in India, China and Europe. The Annual Conference is a professional development conference aimed at the general membership of the SCDM. The Annual Conference is open to non-members, without any obligation to join the society. SCDM may consider establish other reoccurring events.

Registration fees for the programs SCDM conducts will be developed by the conference chairs and reviewed by the BoT to meet the budgetary goals of the Society. Periodically the registrations will be reviewed, and adjusted if necessary, in comparison to fees charged by similar organizations for programs of similar type and duration.

Meetings: Attendee Lists

A list of conference attendees is distributed to full conference participants excluding vendors. The list may or may not include all of the following: attendee name, title, company affiliation, mailing address, telephone number and email address. Neither SCDM volunteers nor the SCDM Administrative Office will send materials to attendees on behalf of vendors or service providers.

Meetings: Cancellations/Refunds

Registrants of SCDM face-to-face meetings are entitled to a full refund minus a processing fee up to two weeks before the event. No refunds will be given after that time. Attendee substitutions from the same organization may be made at any time up to the first day of the event.

If SCDM elects to cancel a program or conference, registrants are entitled to a full refund.

Meetings: Annual Conference

The Annual Conference is an annual professional development conference aimed at the general membership of the SCDM, vendors and interested members of the clinical research community. It is also the primary revenue generating event of the year for the Society.

The primary goal of the Annual Conference is to advance the discipline of Clinical Data Management by providing educational opportunities to develop skills and exchange professional experience. SCDM seeks to provide a high quality program consistent with the vision and mission of the Society.

Organization and oversight of the Annual Conference is provided by two Co-Chairs. Each Co-Chair serves for two years and there should be a one year overlap in terms. The Co-Chairs are responsible for recruiting members from the Society which will make up the conference committee. The Co-Chairs are responsible for the selection and coordination of the session chairs, presenters, key note speakers, and ensuring that the Society's mission and vision are reflected throughout the program.

Registration fees will be waived for the Keynote Speaker. Travel expenses may be paid for the Keynote speaker in accordance with the SCDM travel policy.

Registration fees for the Annual Conference will be established to charge a reduced rate for SCDM members and an increased rate for non-members. There will be no obligation for non-members to join the Society.

Board members, conference co-chairs, session chairs, and presenters are responsible for their registration fees and travel expenses.

Meetings: Annual Conference Vendors

Vendors are invited to take advantage of the Exhibit area offered as part of the Conference and, where appropriate, to submit vendor neutral, non-promotional presentations to the SCDM Administrative Office for the Conference.

Vendors are requested not to schedule events in parallel with the conference sessions, pre-conference tutorial or SCDM sponsored social events.

SCDM reserves the right to deny access to any individual or organization for any reason.

Meetings: Payment of Expenses for Speakers & Organizers

In general, all attendees at SCDM programs and conferences are expected to pay the conference fees. Exceptions other than those provided must be approved by the BOT.

The membership dues of Annual Conference committee/session chairs will be paid if he/she is not a current member of the Society allowing them to pay the member conference registration fee. If the session chair is a member of the Society, dues for the following year will be paid.

Meetings: Other Forums

SCDM may elect to host additional educational seminars aimed at specific levels of Clinical Data Management professionals. In order to provide a broad representation of attendees, the meeting organizers may limit the number of attendees from any one organization or special interest area.

Conference fees will be waived for the conference Keynote speaker. An Honorarium may be paid to the Keynote speaker. Conference Co-Chairs will confer with the BoT to settle the honorarium amount. Travel expenses will be paid for the Keynote speaker in accordance with guidelines in "Reimbursement of Volunteers' Expenses".

Registration and travel expenses are the responsibility of the Co-Chairs, facilitators, and attendees.

13. Review of Mailings

The execution and strategy for SCDM E-Communications are managed by the SCDM Marketing & Communications Manager. In cases of their absence, the Executive Director will oversee these activities and will appoint a suitably qualified replacement during this period. In terms of delivery, the majority of the content for these communications is operational and follows an 'Annual Calendar', most notably for the SCDM Annual Conference. The process of review for these communications is shared among the SCDM Staff members, most notably between the Executive Director and the Annual Conference Manager.

For communications of a strategic nature requiring expert and specific input from members of the SCDM Board of Trustees – all key stakeholders will be involved prior to sending and review.

14. Record Retention Policy

RECORD	RETAIN
Accounts receivable ledges and schedules	7 years
Audit reports of Accountants	Permanently
Bank reconciliations	3 years
Cash book	Permanently
Charts of accounts	Permanently
checks: canceled	7 years
Checks: canceled but, for important payments, i.e. taxes, purchase of property, special contracts, etc.	Permanently
Correspondence: written, general	3 years
Correspondence: legal & important matters only	Permanently
Duplicate deposit slips	7 years
Expense analyses and expense distribution schedules	7 years
Financial statements: end-of-year, other months optional	Permanently
General and private ledgers and end-of-year trial balances	Permanently
Insurance policies: expired	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years

RECORD	RETAIN
Internal reports: membership, management	3 years
Invoices to members and customers	7 years
Invoices to vendors	7 years
Journals	7 years
Membership applications	3 years
Minutes of directors and committees, including by-laws and charter	Permanently
Notes receivable ledgers and schedules	7 years
Tax returns and worksheets, revenue agents reports and other documents relating to determination of income tax liability	Permanently
Trademark registration	Permanently
Vouchers for payments to vendors, reimbursements to staff and officers for travel and entertainment expenses	7 years

ALL CONFIDENTIAL AND SENSITIVE DOCUMENTS WILL BE SHREDDED BEFORE DISCARDING.