

Record Retention Policy

1. General

It is BOMA Oakland-East Bay's ("BOMA OEB") policy to maintain complete, accurate and high quality records. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth herein. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed.

No officer, director, employee, volunteer, or agent of BOMA OEB shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case. This policy covers all records and documents of BOMA OEB. BOMA OEB reserves the right to amend, alter and terminate this policy at any time and for any reason.

2. Responsibility for Administration

The Executive Director (ED) of BOMA OEB (or his/her staff designee) shall be responsible for administering this policy. As part of this role, the ED of BOMA OEB (or his/her staff designee), in consultation with legal counsel, shall ensure that BOMA OEB documents and records retained by officers, directors, employees, volunteers, or agents are stored or destroyed in a manner consistent with this policy.