

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	NENA File Archives
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Past Revision Dates	November 2000, January 2016
Next Revision Date	November 2018

1. Chairperson shall be NENA Secretary.
2. The Archive Chairperson maintains original copies.
3. All files less than 2 years old will be maintained on paper and electronically.
4. All files greater than 2 years will be maintained electronically.
5. All Board members will send their archive files to the Archives Chairperson electronically.
6. When communications are sent, three copies shall be filed as follows: to person communication is addressed, to person originating the communication, and to archives.

DIRECTORY

The archive directory is an index of what the archives person has on file either in hard copy or electronically.

RESPONSIBILITIES

The Archives Chairperson will be responsible for the cataloguing and filing of the files from NENA. The chairperson will be responsible to provide a written report to the Board bi-annually outlining updates and progress of the archived data.

ARCHIVES INPUT

Items are to be added to the archives every board meeting. Archive materials to be kept in hard copy form for two years. After the two years, all data is to be stored electronically. The archive chairperson will be responsible for the electronic storage of the data, passing the information on to the incoming Archive Chairperson.