

# NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	NENA Archives
Number of Pages	1
Approval Date	November 2018
Past Revision Dates	November 2000, January 2016, February 2016

1. Chairperson shall be NENA Secretary.
2. The Secretary maintains original copies as is appropriate.
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. When applicable email communication shall be archived.
6. The Secretary will maintain the archive directory.

## **RESPONSIBILITIES**

- The Secretary will be responsible for the cataloguing and filing of NENA files.
- Items are to be added to the archives every board meeting.
- The Secretary will be responsible for the electronic storage and transferring the information on to the incoming Secretary.