

# NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	NENA Document Archives
Number of Pages	1
Approval Date	November 2022
Past Revision Dates	November 2018, November 2000, January 2016

1. The responsible role be NENA Secretary.
2. The Secretary maintains original copies as appropriate.
3. All files will be maintained electronically.
4. When applicable, email communication shall be archived.

## 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.