

Retention Policy

Federation of Community Council
2024

The Federation of Community Council (FCC) recognizes the importance of historical archives for future knowledge and research. The FCC also recognizes such information should be readily available information for public use. In order to keep available relevant information for the public and community council use, the FCC establishes a retention policy.

1. Definitions.

- 1.1. Website - www.communitycouncils.org
- 1.2. Internal Digital Database - Digital cloud storage or storage on FCC owned servers.
- 1.3. Community Council Work Product - Resolutions, correspondence, and meeting records.
- 1.4. Community Council Other Product - Presentations, draft plans, representative updates, etc.

2. Website Retention.

- 2.1. The FCC will retain all documents uploaded or published on www.communitycouncils.org for 5 years from publishing.
 - 2.1.1. After the five years, Community Council Other Products can be removed by FCC staff and saved in the internal digital database.
- 2.2. The FCC will retain all Community Council Work Products uploaded or published on www.communitycouncils.org for 20 years from publishing.

3. Internal Digital Database.

- 3.1. The FCC internal digital database will retain digital copies of Community Council Other Products for an additional 5 years after publishing.
- 3.2. The FCC internal digital database will retain digital copies of FCC organizational documents for 20 years from creation or publishing.
- 3.3. The Community Council digital files are accessible for public use by request. The request for these files can be made at any time via phone or email and the FCC staff will endeavor to respond within 1-2 business days with the appropriate information.
- 3.4. Digital files will be saved with the UAA archives whenever possible before any disposal is made. FCC staff will work with individual Community Councils to ensure proper archiving of documents.

4. Physical Copies.

- 4.1. The FCC office will retain physical copies of Community Council Work Product, when provided, for 10 years from creation or receiving.
- 4.2. The FCC office will retain physical copies of FCC organizational documents for 10 years from creation or receiving.
- 4.3. The FCC office will retain physical copies of local, state, and federal documents, when provided, for 1 year from creation or receiving.

- 4.4. Digital copies of the physical copies will be made when received and saved to the internal digital database.
 - 4.5. After 10 years, Community Council Work Product will be saved with the UAA archives whenever possible before any disposal is made. FCC staff will work with individual Community Councils to ensure proper archiving of documents
- 5. Additional Retention.**
- 5.1. Whenever funding and physical/digital space allows, the FCC will endeavor to keep information longer.
 - 5.2. Special requests can be made to keep limited information longer. Please submit that request to FCC staff at info@communitycouncils.org. Staff will review the request and accommodate whenever feasible. Denied requests can be appealed to the FCC Chair.
 - 5.3. The FCC retains the right to withhold public information requests if the staff or executive committee believes that releasing the information runs counter to the FCC Privacy Policy.
- 6. Removal of Documents.**
- 6.1. FCC staff will notify a Community Council Chair/President before Community Council Work Product documents are removed from the internal digital database or FCC Office.
 - 6.2. Notification will be done via email to the most recent contact provided by the Council.