



TOLLAND COUNTY MUTUAL AID FIRE SERVICE INC.

56 TOLLAND GREEN P.O. BOX 6 TOLLAND CT. 06084

Proudly serving since 1950

Dispatch: 860-875-2543 Operations Director: 860-872-2421 Finance Manager: 860-871-8684 Fax: 860-872-0382

Visit us at: www.tollandcounty911.org



Board of Directors SPECIAL MEETING Meeting Minutes July 18, 2012

Officers & Directors present: President D. Eaton, Vice President W. Fletcher, Secretary C. Hammick, Treasurer M. Gergler, Dir. J. Fisher, Finance Director J. Turner

Special meeting for the purposes of consideration of a Records and Retention Policy.

President D. Eaton called the meeting to order at 19:08

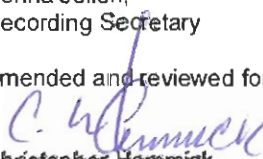
The Records and Retention Policy was discussed. M. Gergler drew up a draft policy and the auditor looked at it today. This policy would meet the requirements for the audit.

J. Fisher made a motion to adopt the Records and Retention Policy, seconded by W. Fletcher. Passed unanimously

C. Hammick made a motion to adjourn at 19:17, seconded by J. Fisher.

Respectfully submitted
Donna Jellen,
Recording Secretary

Amended and reviewed for approval;


Christopher Hammick
Secretary
TCMAFS

Dedicated 911 and dispatching services for the following communities:

ANDOVER - ASHFORD - BOLTON - COLUMBIA - COVENTRY - EAST WINDSOR - ELLINGTON
MANSFIELD - SOMERS - STAFFORD - TOLLAND - UNION - VERNON - WILLINGTON



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RECORD RETENTION & DESTRUCTION POLICY

POLICY

The documents and records of the Tolland County Mutual Aid Fire Service, Inc. will be administered by the Board of Directors of the Association and controlled through the office of the Finance Director and Association Treasurer.

PROCEDURE

The following Documents/Records will be maintained permanently by the Association and filed under the heading of the Records as described:

- Articles of Incorporation
- Association Annual Reports
- Association By Laws
- Contracts of Dispatching Service
- Copyrights and Trademarks
- Deeds and Mortgages
- Depreciation Schedules
- Electronic Data Records
- Employee Benefit Plan Documents
- Employee Contracts and Records (Active Employees)
- Year End Financial Statements
- Licenses & Permits
- Meeting Minutes
- Property Records
- Property Appraisals
- Reports to Federal and/or State Departments

All other documents, records and files of the Association will be maintained for a period of no less than ten (10) years. The Documents/Records will be filed by year. Disposition of the records following the ten year time period be by accepted destruction methods and verified by the custodian(s) responsible for the records retention practices.

Electronic Data Records:

It is the responsibility of the Association to insure that the custodian(s) responsible for records retention have the ability to access and interpret records maintained in the Electronic Data format.

Approved via passage
Board of Directors
July 18th 2012



Christopher J. Hammick 7/18/2012

Christopher J. Hammick
Secretary
TCMAFS