

BUSINESS OPERATIONS  
ASSOCIATION RECORDS

Records Security

The NJSBA shall maintain important papers such as deeds and insurance policies in secure fireproof file cabinets located in the Finance and Operational Services Department. The NJSBA authorizes the Executive Director or designee, and Director of Finance and Operational Services to have access to these documents.

Availability of Records to the Public

The NJSBA recognizes its responsibilities to provide to the public the opportunity to inspect, copy or examine Association records, with exceptions as specifically noted in statute. The General Counsel is designated the Custodian of Public Records. All requests for Association records shall be submitted to the custodian in writing on the appropriate form (see GO/3570E). The custodian shall adhere to all applicable timelines and procedures as delineated in statute.

Retention and Destruction of Records

The NJSBA recognizes its responsibilities to retain and/or destroy Association records in accordance with applicable statutes and regulations. The Custodian of Public Records shall develop procedures for the retention and destruction of Association records in accord with those statutes and regulations.

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BD 10/02  
BD 1/03  
BD 5/05

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