

The Willamette Sailing Club has a document retention and destruction policy. This policy provides for the systematic review, retention, and destruction of documents received or created by **Willamette Sailing Club** in connection with the transaction of **Willamette Sailing Club's** business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate **Willamette Sailing Club's** operations by promoting efficiency and freeing up valuable storage space. The complete policy is in the annual record book in the Willamette Sailing Club office.