

RECORD KEEPING

For the most up-to-date information concerning records and document retention, please go to the EGA national website or click on the hyperlink:

[protected-document-retention-schedule.pdf \(egausa.org\)](#) (most up to date).

[protected-rd-notebook-2015-oct.pdf \(egausa.org\)](#)(most concise and easy to read).

Need help finding a document? Contact EGA National Office, Rand Duren @ rduren@egausa.org.

To be filled out by all Chapter and Region Officers:

Document/Files Emergency Location Form

(EGA Ancillary Document 1.5.1.7)

Name _____ Position _____

Address _____

Phone _____ Email _____

Electronic Files

Electronic files related to EGA can be found on my computer in the following folder(s): _____

Files are backed up elsewhere Yes ___ No ___

If yes, where? (ie, cloud, external drive, cd, etc.) _____

Physical Materials (documents, manuals, files, other)

In addition to electronic files, I have the following physical materials that belong to EGA: _____

Briefly describe where these items may be found. _____

This person has access to the electronic files and physical materials listed above:

Name _____ Relationship _____

Address _____

Phone _____ Email _____