

## Records Retention Requirements

There are several documents that neighborhood associations are required to retain and submit to SE Uplift for archival in order to comply with the City of Portland's Public Records requirements. Any member of the public may inspect records of a neighborhood association, so it's important to submit all records to SE Uplift in a timely manner. Submitting accurate and complete records will protect you and your neighborhood association if a decision or action is ever investigated or questioned for validity.

Each month, Secretaries must submit the following documents to SE Uplift:

- Sign-in sheet with a column for participants to affirm their membership. The amount of additional information requested is up to your neighborhood association.
- Approved meeting agenda, which includes any agenda items that were approved by the membership and added at the meeting.
- Approved meeting minutes, which include a summary of discussion and all actions (including motions and resolutions stated in full), the results of votes taken and the summary of minority opinions if any are stated.
- Any additional supporting documentation presented to the board or membership to assist with decision-making.
- Letters written on behalf of the neighborhood association.

Additionally, neighborhood associations are required to submit the following to SE Uplift:

- Copies of updated bylaws
  - Annual reports to the Secretary of State and Department of Justice
  - Records of tax-exempt status, if applicable
  - Records of grievances
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