

Section VI B 9

Toastmasters International
POLICIES AND PROCEDURES

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DISTRICT, DIVISION AND AREA RECORDS

District, division and area records are the property of Toastmasters International and not of any individual, area, division or district. The responsibility for the storage and preservation thereof shall rest with the District Council, and all such records shall be made freely available to district officers and to individual Toastmasters for purposes of inspection and review. Those portions of the district records required to be transmitted to World Headquarters of Toastmasters International as a continuing history of the district operations shall be placed by the Executive Director in a continuing district file with an appropriate designation of the particular year of operation. In addition, in order to satisfy Internal Revenue Service requirements, the district shall send to World Headquarters by November 30 each year the following items for the previous July 1 through June 30 administrative year for storage at World Headquarters: canceled checks, bank statements, paid invoices, cash receipts journals and cash disbursement journals. The Executive Director shall inform each incoming District Governor of his/her record-keeping responsibilities, designating the records required by the district, divisions, areas and World Headquarters.

Correspondence, memorandums, and other communications received by a district are district records and are Toastmasters International property. The District Governor shall determine whether the contents of these communications should be shared with other district officers and the method of distribution based on the best interests of the district and Toastmasters International. Distribution of information in the minutes of the Board of Directors is subject to provisions in Policies and Procedures VI A 8, "Board Confidentiality Policy."

Reference: Policies and Procedures VI A 8