

## **TANC Filing Guidelines**

### **Introduction**

Electronic and hard copy files constitute the TANC's reviewable/auditable records and institutional knowledge. An organized filing system is essential to ensure important documents are well kept and easily accessible.

The Filing Guidelines outlines the document management system and procedures to be followed by the relevant TANC board or committee members or staff to properly file and manage TANC's electronic and hard copy files. TANC secretary is responsible for ensuring that TANC board and staff are trained and following these guidelines. TANC committees are recommended to follow these guidelines and TANC secretary shall ensure that each of the Committee co-chairs are trained on these guidelines as well.

### **Electronic Copy Filing Procedures**

TANC secretary shall work on establishing TANC's Electronic Filing Tree with the assistance of a consultant (or a knowledgeable/experienced person), if needed. This Filing Tree will be uploaded onto the TANC server (ideally) or onto one of the TANC's computers, designated as "Main" computer. A secured cloud based server system is also an option that could be made accessible to all the relevant Board members, staff, and committee co-chairs. TANC secretary shall be responsible for monthly review of the Filing Tree to ensure that files are uploaded accurately on a regular basis.

Confidential documents, like financial reports and human resources files, shall be stored in "secure folders" on the server or the main computer that are only accessible to TANC president, secretary, and the designated Board member or staff.

### **Practices to Follow:**

Save all electronic documents immediately on the server/Main computer as they are received, sent out, or updated. Do not keep files on individual computers or external hard drives.

Only keep final versions of documents visible in folders. A history folder named "hx" should be created in each folder and subfolder as appropriate to file older versions of the documents.

Naming Convention for Electronic Documents: Filename.MM.DD.YY (this allows easier location of the files/documents). Old versions of the documents are recommended to be saved under the history folder (hx folder).

All e-mail correspondences should be saved under the relevant folder with the following file naming convention: YYMMDD Filename (e.g. 141117 CalBay contract terms)

### **Hard Copy Filing Procedures**

File cabinets shall be labeled clearly to facilitate finding files. Folders and dividers should be used.

### **Practices to Follow:**

- Label, file, and organize hard copy documents in accordance with the TANC File Tree

- Return hard copy documents to the file at the end of each day or when referred to.

Files that do not need to be filed in hard copy: Private mail, responses/requests for general information regarding TANC, incoming promotional mailings, draft versions of internal documents, etc.

#### **Missing Documentation Request Process**

Where documents are determined to be missing, the following process applies:

Any relevant Board member or staff or committee co-chair who cannot find a document on the electronic server or file cabinets shall inform the TANC secretary. TANC secretary shall then try to locate the documents. If the document is not found, the TANC secretary shall consult with TANC president to obtain guidance on what next steps need to be followed regarding the missing document.