Friends of Pheasant Branch Conservancy

Document Management Policy

1. **Purpose**

The purpose of the Friends of Pheasant Branch Conservancy ("FOPBC") Document Management Policy ("Policy") is to ensure that:
a. All official FOPBC documents are unique, identifiable, current, and readily available where needed; and
b. All documents created or received by FOPBC are maintained and stored as necessary to satisfy the needs of the organization.

This Policy addresses the following document management actions:
a. Creation and revision
b. Review and approval for distribution
c. Retention and maintenance/review
d. Disposition or destruction
e. Long-term storage and archiving

This Policy relates to other FOPBC policies, including but not limited to roles and responsibilities/organizational policy, storage procedure policy, financial management and operations, and potential future policies on communications, administration, and personnel.

2. Definitions

The following definitions apply to this Policy, and where such definitions apply in the text the term will begin with a capital letter:

"Active" documents include those Documents created by or on behalf of FOPBC that are subject to further revision, including but not limited to draft documents and final versions of by-laws, policies, and other similar organizational documents.

"Archives" means the permanent or long-term storage of Documents in their then-existing (unmodified) condition.

"Board" means the FOPBC Board of Directors.

"Confidential Document" means a Document that is required by law to be maintained as confidential or is determined by the Board to be confidential, either by individual Document or category of Documents. Confidential Documents may include, by way of illustration and not enumeration, employee personnel records, contract negotiation documents, and draft reports.

"Document" means any printed, written, recorded, typed, drawn, electronic, graphic, photographic, video, film, or other tangible matter or documentary material, however produced or reproduced, including the original and any non-identical copy, including but not limited to, any electronically stored information, writings, correspondence, communications, notes, memoranda, organizational records, meeting minutes, manuals, reports, organizational calendars, and financial records.

"Official Document" includes those Documents created by or on behalf of FOPBC that have been reduced to their final, approved version, and which represent the decision or position of the Board, or have been created for submittal to public authorities or contracting partners, including but not limited to by-laws, policies, advocacy statements, operational manuals, financial reports, technical reports, and studies.

"Static" documents include those Documents received by FOPBC and those Documents created by or on behalf of FOPBC that are not intended to be modified or subject to modification, including but not limited to approved meeting minutes, by-laws and policies that have been superseded by revised by-laws or policies, contracts and modifications thereto, financial records, and final reports and studies.

3. Ownership of Documents

All Documents subject to this Policy are the property of FOPBC and are not the property of any members of the Board, employees of the Board, volunteers, contractors, or consultants. Any disputes as to ownership of Documents created for or on behalf of FOPBC shall be finally resolved by the Board.

4. Administration

4.1 Responsibilities of the Administrator.

The Secretary of the Board, with support by Administrative Assistant, shall be the Administrator of this Policy. These responsibilities shall include:

a. Management of this Policy to ensure it is and remains current, and managing changes to it, if and when they are approved by the Board;
b. Supervise the Administrative Assistant in the management and coordination of Document use, distribution, retention, storage, and destruction pursuant to this Policy; and
c. Reporting to the Board regarding Document management matters periodically and when necessary to address issues or concerns. This shall include a report to the Board at least once every three years regarding the need to amend this Policy.

4.2 Responsibilities of other parties involved in this process

The Treasurer of the Board, with the support of the Secretary of the Board and Administrative Assistant, shall be responsible for management of FOPBC financial records.

The Administrative Assistant, subject to supervision of the Secretary of the Board, shall be responsible for management of the document management system (*e.g.*, Dropbox or other electronic storage systems). This Policy also relates to the responsibilities of the Treasurer and the Secretary of the Board with regard to creating and storing documents, and of the Board members and the general members with respect to Advocacy and creating a centralized clearinghouse for communications.

The Chair of the Governance Committee shall also ensure that appropriate training is provided for users of FOPBC documents.

The Board will review this policy at least once every three years. The Policy may be amended by a vote of a majority of a quorum of the Board.

5. Document Creation

5.1 Elements of an Official Document.

An Official Document shall include or address the following elements:

a. A FOPBC logo or other designation that it is a FOPBC Document
b. A title or subject line identifying the subject matter of the Document
c. Exist in an editable format where the editable version is considered the draft version
d. A final form shall be in pdf, as approved, with a signature of a Board officer or Board designee if appropriate for the type of document.
e. When the final form of an Active Official Document, specifically including but not limited to by-laws, policies, and operational manuals, an end note identifying the date of adoption or approval and a history of dates of adoption or approval of prior versions.

Table 1 presents the definitions and types of documents in official use by FOPBC.

TABLE 1: FOPBC-CREATED DOCUMENT TYPES AND DEFINITIONS

Document Type	Definition
Policy and related forms	An approved and adopted printed or electronic statement from the FOPBC Board of Directors, describing or specifying a philosophy, decision, or approach; and intended to govern the actions of the organization. Policies may include identification of forms for defining the content and format for information gathering or recording.
Procedure and related forms	An approved and adopted printed or electronic description of a method or process to follow in executing the work or activities of the FOPBC. Procedures may include identification of forms for defining the content and format for information gathering or recording.
Task instructions and related forms	A detailed printed or electronic statement of approved, acceptable methods for completing a task required for the conduct of the work. This category may include forms which specify the content and format for information gathering or recording. This category may include documents created by collaborating partners applicable to a particular task, including but not limited to a specific project partner, such as Dane County or the City of Middleton.
Public Information	Any printed or electronic information intended for general public consumption, including newsletters, letters to members, press releases, letters to the editor, brochures, folders, flyers, signs, maps, videos, or other similar printed or electronic documents.
Studies, plans, and reports	Detailed or extensive printed or electronic information that describes or analyzes the conditions or the intentions for the management of the FOPBC or the Pheasant Branch Conservancy. These may include information gathered by outside organizations.
Archives	Historical information in the printed or electronic forms of photographs, videos, reports, records, communications, etc., which might be expected to be needed for reference or active use at some future time in order to address legal, managerial, or scientific needs.
Informal or transactional documents of FOPBC (“records”)	Business and membership records, organizational communications, financial records, etc. These records will be unique, and thus identifiable, by virtue of their content - - such as the date, time, authorship, data entered, etc.

5.2 Process for Official Document Creation, Revision, Review, and Approval

All written Documents intended for Official Document designation, including revisions thereto, shall be created as follows:

a. Preparation by author in draft form
b. Submitted for review, comment, and proposed revision to appropriate Board members, designees, or committees
c. Submitted to Board for review and approval
d. Finalized in form required by Section 5.1, above
e. Stored as required for all Official Documents.

Photographic, videographic, and other Documents not in written form intended for Official Document designation or to be incorporated into an Official Document shall be subject to the same review and approval as for written Documents, provided that:

The creator of the Document has given permission for such use of the Document; and
The final form of the Document shall identify the creator of the Document.

The Creation, Review and Approval Process is as set forth in Table 2:

TABLE 2: DOCUMENT CREATION, REVIEW, APPROVAL AND REVISION PROCESS

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Document Type	Require Std. Format?	Origination and drafting	Review	Approval	Revisions
Policy and related forms	Yes	Board members, acting upon suggestion from any others	Board and relevant committee members, others as needed (e.g., attorney or administrative personnel)	By Full Board Action	Same
Procedure and related forms	Yes	Board and committee members	Board or relevant Committee members, and others as appropriate	By Board or committee action	Same
Task instructions and related forms	No	Board, committee members, contracted staff	Board or relevant Committee members, and others as appropriate	By Board or committee action	Same

TABLE 2: DOCUMENT CREATION, REVIEW, APPROVAL AND REVISION PROCESS					
Document Type	Require Std. Format?	Origination and drafting	Review	Approval	Revisions
Public Information - including educational materials	No	Board, committee members, employees, and contractors	Relevant Committee chairs, and the Chair of the D and M Committee	By reviewers	Same
Plans or reports related to or bearing name of FOPBC	No	Relevant employees, contractors, or partner organization staff, as required to produce valid and accurate information	Relevant employees, contractors, or partner organization staff, others inside or outside FOPBC as needed	None required if authored outside FOPBC	Same
Archives	No	Not applicable - may be originated by organizations other than FOPBC	Not applicable	None, but archiving decisions to be driven by records-retention practices	Not applicable
Informal or transactional documents of FOPBC "(records")	No	Board, committee members, employees, contractors	As required by good practice (*e.g.*, financial or legal documents)	As required by good practice (*e.g.*, financial or legal documents)	Not applicable

6. Document Use, Distribution, and Confidentiality

6.1 Document Use.

All Documents shall be used exclusively for the benefit of FOPBC, and may not be used or reused for any other purpose.

6.2 Document Distribution

Documents may be distributed or posted as necessary for organized, safe, and efficient operation and administration. If necessary, the posting or distribution requirements may be incorporated directly into a document (*e.g.*, a safety procedure might specify where it should be posted, such as in a toolshed or on a work vehicle). The following requirements shall apply to Document distribution:

a. Documents shall be available to Directors and Board committees as appropriate for performance of activities on behalf of FOPBC, except as set forth in Section 6.3.
b. The Board shall determine those documents that shall be made available to volunteers, contractors, and other persons performing services or activities on behalf of FOPBC, provided that the Board may delegate this responsibility to a Board committee.
c. The Board shall determine those documents that shall be made available on the FOPBC web site or otherwise made available to FOPBC members and the general public, provided that the Board may delegate this responsibility to a Board Committee.

6.3 Confidentiality

a. Confidential Documents shall be made available only on an as-needed and appropriate basis.
b. All Confidential Documents shall be labeled or otherwise visibly identified as confidential.
c. All Confidential Documents shall be stored in discrete files or folders separate from other Documents.

7. Document Retention, Storage, Archiving, and Destruction

7.1 Retention Periods

All Documents shall be managed and maintained to satisfy all statutory and regulatory requirements of the United States, State of Wisconsin, and any applicable local jurisdictions, including but not limited to such requirements for storage format and retention duration. FOPBC financial records shall be managed to ensure that the Friends of Pheasant Branch Conservancy maintains compliance with requirements of "Confidential Document" means a Document that is required by law to be maintained as confidential or is determined by the Board to be confidential, either by individual Document or category of Documents. Confidential Documents may include, by way of illustration and not enumeration, employee personnel records, contract negotiation documents, and draft reports. the Internal Revenue Service for 501(c)(3) tax exemption and State of Wisconsin charitable organization status.

All documents shall be retained permanently, provided that the Board may determine to destroy or otherwise dispose of any Documents after the end of any legally required retention period. However, the Board may not destroy or otherwise dispose of the following documents:

a. Articles of Incorporation.
b. By-laws, including historical by-laws.
c. Land acquisition records.
d. Tax exemption and other documents relating to organization status.
e. Annual reports.
f. Board meeting minutes.

7.2 Printed and Electronic Storage and Archiving

All Documents received or created after the adoption of this Policy shall be maintained, at a minimum, in an electronic storage system. Additionally, over time the Board or a designated committee shall review existing Archives to determine those physical documents that will be converted to electronic storage. The Administrative Assistant, under the supervision of the Secretary of the Board, shall maintain an inventory of all Archives and other stored Documents. Archives are presently maintained in file cabinets stored in the MCPASD Operations Center, but such location may be made by the Board without modification of this Policy.

The following Documents also shall be maintained in paper copy:

a. Articles of Incorporation.
b. By-laws, including historical by-laws.
c. Documents that are required by law or contract to be maintained as paper copies.
d. Land acquisition records.
e. Currently active contract documents.
f. Currently active grant documents.
g. Such other Documents or categories of Documents as determined by the Board.

7.3 Destruction of Documents

The Administrative Assistant, under the supervision of the Secretary of the Board, shall be responsible for Document destruction and documentation of such destruction, subject to legal and other requirements set forth in Section 7.1, above. Documents shall not be destroyed without the approval of the Secretary of the Board or the Board.

8. Related documents

- Master list of Documents that have been formally Board-Approved (Policies)

- Sample and template for a Task instruction
- Sample and template for a Form

Version History:

- Adopted and approved by Board of Directors on January 18, 2021
- Revised and approved by Board of Directors on August 18, 2025