

FORM	ACTIONS	RETENTION
4/28/2021	<p>MGR - Manager AA - Administrative Assistant</p> <p>BCC - Background Check Committee PN - Peak Nordic</p> <p>NCSI - National Center for Safety Initiatives</p> <p>DL - Driver's License DOT - Dept. of Transportation</p> <p>WINN - Wisconsin Nordic Network WNSL - Wisconsin Nordic Ski League</p>	
<p>Volunteer Application - Page 1 Only No background check required</p>	<p>MGR collects and gives to AA throughout the season</p> <p>AA stores then gives to BCC at end of season</p> <p>BCC stores in PN safe and retains for ...</p>	7 years
<p>Volunteer Application - Pages 1 & 2 Background check required</p>	<p>BCC collects and gives directions to applicant</p> <p>BCC stores with copy of NCSI Background Check review report in PN safe and retains for ...</p>	7 years
Background Check Decision List	<p>BCC keeps list of all volunteers with a "pass" result and retains ...</p> <p>During season, list is stored on BCC member's personal hard drive under a unique user profile & is password protected</p> <p>After season, updated list is printed and stored in PN safe</p>	Indefinitely
Driver Form	No longer request, collect, or use	n/a
Driver's License & Auto Insurance	<p>MGR collects and gives to AA throughout the season:</p> <p> Copy of DL Validation from DOT (with DL # & birthdate blocked out)</p> <p> Copy of auto insurance card matched to vehicle</p> <p>If no accident, AA retains until ...</p> <p>If accident occurs, AA gives to BCC who stores in PN safe & retains for ...</p>	<p>End of season</p> <p>5 years</p>
Roller Ski Rental Lottery	<p>MGR makes available to families & collects for drawing</p> <p>MGR retains until ...</p>	End of drawing
Roller Ski Rental Agreement	<p>MGR collects from families renting roller skis</p> <p>BCC stores in PN safe and retains for ...</p>	10 years

Kortelopet Scholarship	PN provides application on website Skier completes application and forwards to Anne Riendl/WINN	n/a
Program Scholarship Request	AA collects copies of qualifying letters/applications AA retains documents until ... Treasurer records scholarship amount, date, and recipient which is documented in annual Board Mtg Minutes	End of season
High School and Junior Race Form	No longer request, collect, or use	n/a
HS & MS Amateur Athletic Waiver & Release of Liability When PN is <u>NOT</u> the race host WNSL race	MGR has skiers complete 1 copy & AA stores them "Coach Form" is signed acknowledging all waivers/releases If no injury occurs, AA retains until ... If injury occurs, AA gives to BCC who stores in PN safe & retains for ...	End of season 7 years
HS & MS Amateur Athletic Waiver & Release of Liability When PN <u>IS</u> the race host WNSL race	MGR collects "Coach Form" from each team & AA stores them If no injury occurs, AA retains until ... If injury occurs, AA requests waiver/release of injured skier & gives to BCC who stores in PN safe & retains for ...	End of season 7 years
Extra-Curricular Waiver	Used for events such as West Yellowstone Trip BCC stores in safe and retains for ...	10 years
Endowment Contact List	Endowment Coordinator stores electronically Opt Out option available if using email Kept as a living document ...	Indefinitely
Endowment Contribution Form	No form to retain since donations are completed online	n/a
Registration (Electronic)	Sensitive personal information is no longer collected Per Policy #7, records are deleted by Administrator at ...	End of season