

#### **4.5 Disposition of Files**

The NC Staff Coordinator will separate the forms and supporting documents of the nominees who were selected by the Committee and file them in the nominee's biographic folder after they have served their purpose. All documents distributed to Members, Advisors and Consultants for evaluation of proposed nominees during the Selection Meeting shall be destroyed immediately following that Meeting.

The files of the Committee are not open Society records and it is the responsibility of each outgoing Committee to transfer the files to the incoming Committee. The Chair and the Secretary of the outgoing Committee shall turn over their general files to the incoming Chair and Secretary, respectively. Proposal files containing personal data concerning those individuals not selected as nominees shall be retained for a period of five years in the manner indicated below.

- a) These files will reside with the ASME NC Staff Coordinator, at ASME Headquarters, New York. These files shall be available at every Selection Meeting. Access to these files shall be by the authorization of the Chair. The files will be locked at all times when not in use. The ASME NC Staff Coordinator, ASME Headquarters, New York will control access to the files.
- b) The Secretary in conjunction with the ASME NC Staff Coordinator shall have full responsibility and accountability for these files at all times.
- c) The ASME NC Staff Coordinator will report at the annual Interim Meeting that only the five most recent years of proposal files are being retained.