

# Your Friendly Guide to a Smart End-of-Season Digital Cleanup



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## A Note for Camp Directors

When the last bus pulls away and a quiet calm settles over camp, you know the drill. It's time to pack up the canoes, winterize the cabins, and take inventory of everything from archery arrows to kickballs. But what about the digital side of camp? In today's world, a "digital shutdown" is just as important as the physical one, but it's often overlooked.

Think of it this way: you wouldn't leave the keys to the camp office lying around, and you shouldn't leave your digital doors unlocked either. Taking a little time now to tidy up your camp's technology and data is one of the best things you can do to protect your campers, their families, and your camp's reputation. With seasonal staff coming and going, and lots of sensitive information to handle (especially for kids!), a simple, organized plan is your best friend.

This guide is here to help. We'll walk you through the process step-by-step, without the confusing tech-speak. It's not about adding more chores to your list; it's about giving you peace of mind and setting you up for an even better season next year. Let's get started!

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# Section 1: Goodbye Seasonal Staff: A Digital Handover

Your end-of-season tech cleanup starts with your amazing staff. They're the heart and soul of camp, but when their season is over, it's important to make sure their digital access to camp is over, too. It's a simple safety step, just like collecting their cabin keys. A surprising number of people still have access to old work accounts, which can create accidental problems down the road. A friendly and organized digital handover protects both them and the camp.

## 1.1. Collecting the "Digital Keys" Immediately

The moment a staff member's contract is up, it's time to lock the digital doors. A delay of even a few hours is a risk you don't need to take. This should be a standard part of your checkout process for every single seasonal employee.

Work with your office admin or IT person to make sure you've covered all the bases:

- **Camp Management Software:** This is your top priority. Turn off their access to systems like CampDoc, Campminder, or UltraCamp, which hold all your important camper and payment info.
- **Email and Chat:** Disable their camp email address and any accounts for team chat apps like Slack.
- **Social Media:** Remove them from any admin or posting roles on your camp's Facebook, Instagram, or other social media pages.
- **Other Shared Tools:** Don't forget about other online tools you might use, like Dropbox for file sharing or any other shared software.

**Friendly Tip:** If the staff member used a shared account, like info@mycamp.com, be sure to change the password right away.

## 1.2. Getting Camp Gear Back

Getting back camp-owned property is about more than just the expensive stuff. It's a key step for security and keeping your inventory straight.

Have a simple checklist for each staff member to sign, including:

- **Gadgets:** Laptops, tablets, camp-issued phones, and external hard drives.
- **Keys and Passes:** Physical keys, key fobs, and ID badges.
- **Money:** Any camp credit cards or purchasing cards.

When you get a laptop or tablet back, give it a quick check for any damage. Then, set it aside

for a proper data wipe. It's important to have a consistent process for this to make sure old files are securely removed before the device is used again.

### 1.3. Passing on the Camp Wisdom

Your seasonal staff learned a lot over the summer! Don't let that valuable knowledge walk out the door. Ask them to jot down a few key things before they leave to help make next year even smoother.

This could include:

- **How-To Guides:** Simple steps for tasks they handled, like the check-in process or managing the camp store.
- **Project Updates:** A quick note on any projects that will continue next season.
- **Important Contacts:** A list of any vendors or key parent contacts they worked with.

Have them save this information in a shared, central place—not in their personal email account that's about to be turned off. This "knowledge folder" will be a huge help when you're training new staff next year.

### 1.4. A Friendly Chat Before They Go

The exit interview isn't just a formality; it's a golden opportunity to get honest feedback that can make your camp better. Keep it casual and friendly, and be sure to ask a few questions about the technology they used.

You could ask things like:

- "Did the registration software make your job easier or was it a pain? What did you like or dislike about it?"
- "Were there any tech tasks that just seemed to take forever?"
- "Did you ever have to share your password with someone to get something done? (No judgment!)"
- "From what you heard, how did parents find the online sign-up process?"
- "Got any ideas for how we could use technology better next summer?"

This kind of feedback is incredibly valuable. It can show you where you need better training or where a system isn't working as well as it should. Plus, a thoughtful goodbye makes your staff feel appreciated and more likely to come back or recommend your camp to their friends.

## Section 2: Putting Your Software to Bed for the Winter

Your Camp Management System—whether it's CampDoc, Campminder, UltraCamp, or another platform—is like your camp's digital filing cabinet. It holds everything from financial records to camper health forms. Getting it cleaned up and ready for the off-season is a really important job. Each software is a little different, so just "winging it" can cause headaches later, like messing up parent balances for next year. Knowing your specific system is key.

### 2.1. Simple Steps for Any Camp Software

No matter what software you use, these basic principles will help you close out the season smoothly.

- **Tally Up the Finances:** Before you do anything else, make sure all the money is squared away. This means checking that all payments from families have been received, any refunds have been sent, and there are no outstanding charges. Run and save your final financial reports for the season. These are your official records and are super important for things like audits.
- **Clean Up User Accounts:** This is a quick but important security check. Go through and turn off the accounts for all your seasonal staff. For your year-round team, take a look at their permissions. They might not need access to everything in the off-season, so you can adjust their settings to only what's necessary.
- **Make a "Just-in-Case" Copy:** Your software company keeps backups, but it's always smart to have your own. Download and save important reports like final camper lists, attendance records, and those financial summaries you just ran. Save them in a common format like PDF or a spreadsheet (CSV) and store them somewhere safe, following your camp's rules for keeping documents (more on that in Section 6).
- **Get a Head Start on Next Year:** The quiet off-season is the perfect time to get ready for the next wave of campers. You can use your system to update registration forms, tweak questions, set the dates and prices for next year's sessions, and add any new discounts.

### 2.2. Quick Guides for Popular Camp Software

Here's how to handle the end-of-season process on some of the most common platforms.

- **For CampDoc Users:**
  - CampDoc is fantastic for health records and is built to be very secure. So, your first priority is to handle that sensitive information with care.
  - **What to do:** Use the "Reports" feature to download and save all the health logs, medication records (eMAR), and any incident reports from the season. These are key

parts of a camper's record and need to be stored securely (see Section 3).

- **What to do:** Go through your user settings and make sure only the camp director and your head nurse or health supervisor can still see camper health information. Turn off access for everyone else.
- **What to do:** CampDoc provides its own "Season Wrap-Up" checklist—be sure to follow it! You'll also want to update the start and end dates in the system for the new season.
- **For Campminder Users:**
  - Campminder has a helpful, step-by-step tool called "Close Current Season".
  - **Important First Step:** You *must* create and open next year's season in the system *before* you can close this year's.
  - **A Key Decision:** The tool will ask you what to do with any money families still owe or any credits they have. You can choose to move all balances to next season, only move credits, only move debts, or keep each year's finances separate. Think about what works best for your camp's bookkeeping.
  - **What to do:** Before you start, run and save the "Audit Report" and "Transaction Report." You won't be able to get these specific reports after the season is closed, so don't skip this step.
  - **What to do:** The system needs every camper to have a grade level assigned. This helps it know whether to move them up a grade for next year or into an "alumni" group. Run a quick report to find any campers missing this info and fill it in.
- **For UltraCamp Users:**
  - UltraCamp works a bit differently; it uses a continuous database, so there's no big "rollover" process. Instead, you'll focus on closing out finances and setting up new sessions for next year.
  - **What to do (Finances):** Use financial reports like the "Transaction Summary" to finalize all the accounts for the season. If you use the camp store feature, run the "Unspent Money Report" to handle any leftover money in camper accounts. You can refund it to the family or they can choose to donate it.
  - **What to do (User Accounts):** Camper and staff accounts stay in the system. If someone isn't returning, you can set their account to "Inactive." This keeps their records safe for you but prevents them from logging in. Deleting an account is permanent and should only be done if there's no financial or registration history attached.
  - **What to do (Next Season):** Get ready for next year by creating your new sessions. You can often copy settings from last year's "Session Templates" to save time. The "Bulk Update" tool is also great for applying changes like new dates or fees to many sessions at once.
- **For CampBrain Users:**
  - CampBrain is known for its powerful reporting and financial tools.
  - **What to do:** Use the reports to get a clear picture of your finances, registration

numbers, and medical info for the season. The off-season is a great time to look at this data to see what worked well and plan for next year.

- **What to do:** Go through and get everything set up for the next season, including your session details, registration forms, and any payment plans or discount codes you'll be offering.

To make it even easier, here's a quick-glance table comparing these systems.

**Table 2.1: A Simple Comparison of Camp Software End-of-Season Tasks**

Platform Name	What It's Called	Handles Leftover Money?	How It Archives Users	Saves Health Data?	Key First Step
<b>CampDoc</b>	Season Wrap-Up / Reporting	Yes, in the billing section	User accounts stay, you control access	Yes, great reports for health logs, meds, etc.	Download and save all final health and incident reports.
<b>Campminder</b>	Close Current Season (A step-by-step tool)	Yes (Move all, just credits, just debts, or none)	Automaticly moves them to the next season or an alumni group	Yes, through medical reports	Open next year's season; make sure every camper has a grade.
<b>UltraCamp</b>	Session Management & Reporting	Yes, in the finance section	User data is continuous; you just create new sessions	Yes, in the Health Management section	Set up your sessions and payment plans for next season.
<b>CampBrain</b>	Reporting & New	Yes, in the financial	User accounts	Yes, through	Run and save all



	Season Setup	section	are moved into the new season's setup	medical reports	your final financial and registration reports.
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## Section 3: Protecting Health Info: It's All About Trust

Of all the information you handle, a camper's health information is the most sensitive. There's a federal law called HIPAA that sets the rules for protecting this kind of data. You might think it only applies to hospitals, but the principles behind it are the "gold standard" for anyone who collects health info.

Think of it this way: parents trust you with their child's safety, and that includes their private information. Following the basic ideas of HIPAA is the best way to honor that trust and protect your camp. It's not about complicated legal rules; it's about doing the right thing. If there were ever a data breach, this is the standard you'd be measured against.

### 3.1. What Counts as "Health Information"?

First, let's be clear on what we're talking about. It's more than just the health history form. At camp, this information includes:

- **Health History Forms:** All the details about medical conditions, allergies, and medications.
- **Medication Logs:** Records of every time you gave a camper their medicine.
- **Allergy and Diet Lists:** Any information about food or other allergies and the plans to manage them.
- **Incident Reports:** Notes from any time a camper got sick or injured at the nurse's station.
- **Behavioral Notes:** Any private notes about a camper's emotional or mental well-being.
- **Parent Communications:** Emails or notes from phone calls with parents about their child's health.

### 3.2. The "Need-to-Know" Rule for the Off-Season

A key idea in HIPAA is the "minimum necessary" rule, which just means that only people with a direct, job-related reason should see a camper's health info. During the summer, your camp nurse, counselors, and kitchen staff might all need to know about a camper's allergy. But in the off-season, that list gets much, much shorter.

- **What to do:** At the end of the season, review who can access the health sections of your camp software. Turn off access for all seasonal staff. Only a couple of year-round leaders, like the Camp Director, should still have access.
- **What to do:** Gather up all paper health forms, incident reports, and medication logs. Store them together in a locked filing cabinet in a secure office. They should never be left

out on a desk.

### 3.3. Simple Safeguards for Health Data

HIPAA's Security Rule offers a simple framework for keeping electronic health information (ePHI) safe. It boils down to three common-sense areas.

- **Have a Plan (Administrative Safeguards):** These are your policies.
  - **Put Someone in Charge:** Designate one person (like the Camp Director) to be responsible for keeping health data secure.
  - **Do a Quick Risk Check:** At the end of each season, ask: Where is our health info stored? Who can see it? What's the worst that could happen (like a data leak)? What simple steps can we take to prevent that?.
  - **Train Your Team:** Make sure all your year-round staff get a yearly reminder about your privacy rules.
- **Lock It Up (Physical Safeguards):** These are about protecting the computers and files themselves.
  - **Secure Your Space:** Keep computers or filing cabinets with health info in locked, private offices, not in common areas.
  - **Secure Your Screens:** Make sure computers that can access health info have automatic screen locks and are positioned so the public can't see them. Never walk away from an unlocked computer that's logged into a system with this data.
- **Use Secure Technology (Technical Safeguards):** These are the tech-based rules.
  - **Unique Logins for Everyone:** Every person who can see health info must have their own username and strong password. Never use a shared login like "nurse" for these systems.
  - **Encryption is Key:** This just means the data is scrambled so it can't be read by unauthorized people. Your camp management software should use a secure connection (look for "https://" in the web address), and the data should be encrypted where it's stored on their servers.
  - **Keep a Log:** Your system should be able to track who looked at health information and when. This is very important if you ever need to investigate a problem.

### 3.4. Storing and Archiving Health Records

You'll need to keep health records for a certain period of time, as outlined in your camp's official document retention policy (see Section 6). This is especially important for kids' records. Store them securely, either in a HIPAA-compliant system or in locked, long-term storage. When it's time to dispose of them, make sure they are completely destroyed so the information can never be recovered.



## Section 4: Messages: Social Media and Email Accounts

Your camp's social media and email are how you stay connected with your camp family. At the end of the season, your goal is twofold: first, to make sure all your accounts are secure, and second, to shift your messaging from the day-to-day excitement of summer to keeping that camp spirit alive all year long. Your social media shouldn't go silent in the off-season! A quiet page can make it seem like you've closed for good. Instead, a smart plan keeps your community engaged and gets them excited for next year's registration.

### 4.1. Locking Down Your Social Media Accounts

First things first, let's make sure your accounts are safe and sound.

- **Review Who Has Access:** As part of saying goodbye to your seasonal staff (Section 1), make sure you remove all of them from any admin or posting roles on your Facebook, Instagram, and other pages.
- **Change Your Passwords:** This is a simple but powerful step. Create new, strong passwords for all your social media accounts, especially if a password was ever shared among staff.
- **Turn On Two-Factor Authentication (2FA):** This is one of the best ways to keep your accounts from being hacked. It just means that in addition to a password, you need a second code (usually sent to a trusted phone) to log in. Turn it on for every platform.

## 4.2. Shifting to an Off-Season Content Plan

Once your accounts are secure, it's time to think about how to keep the conversation going.

- **Save Your Greatest Hits:** Before the memories fade, scroll through your summer posts and save the best ones—the photos with tons of likes, the videos that got great comments, and the wonderful things parents said. This becomes your treasure chest of marketing material for later.
- **Ask Your Camp Families to Share:** The best off-season content often comes from your campers! Run a fun photo contest asking families to share their favorite camp memory using a special camp hashtag (like #CampSunshineMemories). This is a wonderful way to collect authentic stories and pictures.
- **Plan Your Posts:** You don't need to post every day, but a little planning goes a long way. Create a simple content calendar to schedule a few posts throughout the fall and winter. This keeps your camp top-of-mind. Great ideas for off-season posts include:
  - **Throwback Thursdays:** Share fun photos from the past summer to bring back happy memories.
  - **Staff Spotlights:** Introduce your year-round team or highlight returning staff members.
  - **Sneak Peeks:** Are you building a new climbing wall or improving the dining hall? Share behind-the-scenes photos to build excitement.
  - **Early-Bird Sign-Ups:** Announce when registration opens for next season and promote any early-bird discounts.
  - **Holiday Greetings and Fun Questions:** Post simple greetings for holidays or ask fun questions to keep your community engaged.

## 4.3. Tidying Up Email Accounts

Finally, let's get those staff email accounts squared away.

- **Deactivate and Forward:** As mentioned in the staff checkout process, all seasonal staff email accounts should be turned off on their last day.
- **Don't Miss a Message:** Before you fully deactivate an account, set up an email forward to a manager or a general inbox (like info@mycamp.com). Keep this forward active for a month or two. This is a crucial step to catch any last-minute emails from parents or vendors.
- **Archive Important Emails:** For key staff members, it's a good idea to save a copy of their entire mailbox before deleting the account. This makes sure you have a record of any important conversations, in line with your document retention policy (Section 6).

## 4.4. A Note for Camps with Year-Round Programming

If your facility is busy all year with retreats, school programs, or other events, your approach is a little different. Instead of an "off-season," you have an "all-seasons" strategy. The goal is to keep your communications going strong, but adapt your message for each type of group you host.

- **Keep the Content Coming:** A year-round operation needs a year-round content plan. Your calendar should shift with your audience. In the fall, you might post on LinkedIn about your great facilities for corporate retreats. In the spring, you might use Instagram to showcase beautiful spots for weddings or family reunions.
- **Talk to Different Groups Differently:** The way you talk to a corporate event planner is very different from how you talk to a summer camp parent. Use your email list and social media tools to send the right message to the right people. A corporate client should get information about meeting spaces, not a reminder about early-bird camp sign-ups.
- **Use the Right Tools:** Juggling a diverse, year-round schedule can be tricky. Event management software can be a lifesaver, helping you manage bookings, payments, and inquiries for all your different events without any double-bookings.
- **Build a Year-Round Community:** Use your social media to do more than just advertise. Share behind-the-scenes photos of different event setups, post testimonials from a variety of clients, and partner with local event planners to build your reputation in different markets. This turns your social media from a seasonal bulletin board into a powerful, year-round engine for your business.

## Section 5: Photos: From Chaos to Cherished Memories

Over the summer, you probably took thousands of photos and videos. Right now, they might be a jumble of files on different memory cards and cameras. Taking a little time to organize them now is one of the best investments you can make. A well-organized photo library isn't just for storage; it's a treasure chest of marketing materials and camp history. Without a good system, it quickly becomes a "digital shoebox"—full of memories, but impossible to find anything in.

### 5.1. The First Step: Thinning the Herd

The best way to tackle a huge photo collection is to make it smaller. You don't need to keep every single shot.

- **The Quick Sort:** As soon as you download photos, do a fast first pass. Be bold and delete the ones that are obviously not keepers: the blurry shots, the duplicates, the ones where someone is blinking, or the unflattering angles. This one step can often cut your photo pile in half, making everything else much easier.
- **Pick Your Favorites:** Now, go through the remaining photos and pick out the stars. Use a simple rating system in your photo software (like giving them stars or color labels) to mark the best ones. Create a "Best of the Season" album with your top-rated photos. These are ready to go for your website, brochures, and off-season social media posts.

### 5.2. Creating a Simple, Lasting Archive

Now that you have your best photos, it's time to put them in a tidy, permanent home. A logical system that you use year after year will become an amazing historical resource for your camp.

- **A Smart Folder System:** Create a folder system that makes sense to you. A great way to do it is to organize by year, then by session or event, and then maybe by day or activity.
  - **Example:**
    - Photos
      - 2025
        - Session 1 - June
          - 2025-06-15\_Arrival\_Day
          - 2025-06-16\_Waterfront
        - Session 2 - July
        - Corporate Retreat - ABC Company
  - **Give Your Files Good Names:** Rename your photos from the generic camera name (like IMG\_1234.jpg) to something descriptive. This makes them easy to find and sort.



- **A Good Format:** YYYYMMDD\_Event\_PhotoNumber.jpg
- **Example:** 20250715\_ColorWar\_001.jpg
- **Tag Your Photos:** This is the secret to a searchable photo library. Tagging just means adding keywords to your photos. Think about how you might search for a photo later and add those words as tags.
  - **Activity Tags:** Canoeing, Archery, Campfire
  - **Location Tags:** Lakefront, Dining Hall, Cabin 4
  - **Event Tags:** Session 2, Color War, Alumni Weekend

### 5.3. The 3-2-1 Rule for Safe Photo Storage

Having only one copy of your photo archive is a recipe for disaster. Hard drives fail and accidents happen. The gold standard for keeping your data safe is the **3-2-1 Rule**. It's easy to remember:

- Have at least **3** copies of your photos.
- Store them on **2** different types of media (like an external hard drive and a cloud service).
- Keep **1** of those copies off-site (in a different physical location).

Here's a simple way a camp could do this:

1. **Main Copy:** On a dedicated external hard drive or a Network Attached Storage (NAS) device in your office. A NAS is like a private cloud for your camp, making photos easy for your team to access.
2. **Local Backup:** A second external hard drive that you use to make a complete copy of the main one.
3. **Off-site Backup:** A copy of your entire photo library synced to a cloud service like Google Drive, Dropbox, or a photo-specific service like SmugMug. This is your crucial backup against fire, flood, or theft.

### 5.4. A Quick Check for Photo Permissions

Before you use any photo on your website, in a brochure, or on social media, you need to be sure you have permission.

- **Check the Release Forms:** As you're sorting photos, if you have a great shot with an identifiable camper or staff member, double-check it against the signed media release forms you collected during registration.
- **Separate the "No"s:** If anyone did not give permission for their photo to be used, you must respect that. Create a separate folder labeled "Internal Use Only - No Release" and move their photos there. This is a simple but essential step to protect everyone's privacy.



## Section 6: Handling Camp Paperwork: What to Keep and for How Long

Every camp creates a mountain of paperwork and digital files. Having a clear, written plan for how long to keep these records—and when it's okay to get rid of them—is a must-have for any well-run organization. It's not about being a packrat; it's about being responsible. The IRS even asks about it on the tax forms for nonprofits. A good policy shows that you're organized and that you get rid of old documents as part of a routine, not because you're trying to hide something.

**A Very Important Note for Camps:** When it comes to legal matters involving kids, the rules are different. For many legal claims, the "clock" doesn't start ticking until a child turns 18. So, if a 10-year-old is involved in an incident at your camp, they might have until they are 21 (18 plus a 3-year limit, for example) to file a lawsuit. This means you absolutely must keep all records related to that camper and that incident for that entire time. A standard 7-year policy isn't nearly long enough and could put your camp at serious risk.

### 6.1. Why You Need a Formal Policy

Your document retention plan should be a simple, written document that your leadership team has approved. It should clearly state who is responsible for what, and it should cover both paper files and digital ones (like emails and files on your server).

### 6.2. A Simple Guide to What to Keep

The heart of your policy is a schedule that lists different types of documents and how long you need to keep them. It's a great idea to review this with your lawyer and accountant to make sure you're following all the rules for your state.

Here are some common categories and general guidelines:

- **Forever Documents:** These are the records that define your camp and should be kept **permanently**. This includes things like your Articles of Incorporation, board meeting minutes, and your official tax-exempt letter from the IRS.
- **Financial and Tax Records:**
  - Annual financial statements and audit reports: **Permanent**.
  - Tax returns (like the Form 990): **Permanent**.
  - Bank statements: **7 years**.
  - Bills, expense reports, and payment records: **7 years**.

- **Staff Records:**
  - I-9 Forms: Keep for **3 years after hire or 1 year after they leave, whichever is later.**
  - Payroll records: **At least 7 years.**
  - Applications from people you didn't hire: **1 to 3 years.**
- **Camper Records (The Super Important Category):**
  - This includes registration forms, signed waivers, incident reports, and health forms.
  - **How long to keep them:** This is where you need to be extra careful. The rule of thumb is the **age of majority in your state (usually 18) PLUS the full time limit (statute of limitations) for personal injury claims.** This can often mean keeping records for over 20 years for your youngest campers. **Please, talk to your lawyer to get the exact number for your state.**
- **Contracts:** Keep for at least **7 years after the contract ends.**
- **Insurance Policies:** Your main liability and property insurance policies should be kept **permanently.**

## 6.3. Safe Storage and Smart Disposal

Your policy should also cover how you store and eventually get rid of documents.

- **Safe Storage:** While you're keeping records, they need to be secure. That means locked filing cabinets for paper and password-protected or encrypted systems for digital files. Don't forget to have a backup plan for your digital records.
- **Scheduled Shredding:** Your policy should include a regular schedule for destroying documents once they've passed their "keep by" date. Use a cross-cut shredder for paper and make sure electronic media is properly destroyed or wiped.
- **The "Litigation Hold" Rule:** This is a crucial part of your policy. It simply means that if you ever get a hint of a potential lawsuit, you must immediately **stop all routine destruction** of any documents that could possibly be related. Your lawyer will help you know when to start and stop a hold.

Here is a simple table you can use as a starting point to build your own policy with your advisors.

**Table 6.1: Sample Document Keeping Schedule (A Starting Point)**

Type of Record	Examples	How Long to Keep	Why?	What to Do When Time Is Up

<b>Camp Business</b>	Articles of Incorporation, Bylaws, Board Minutes	Permanent	These are your camp's foundational documents.	Keep in a Safe Archive
<b>Tax</b>	IRS Form 990, Tax-Exempt Letter	Permanent	Required by the IRS.	Keep in a Safe Archive
<b>Financial</b>	Audited Financial Statements	Permanent	Your official financial history.	Keep in a Safe Archive
	Bank Statements	7 Years	Standard accounting practice.	Securely Shred/Destroy
<b>Staff</b>	Payroll Records, W-2s	7 Years	Labor and tax laws.	Securely Shred/Destroy
	I-9 Forms	3 years post-hire or 1 year post-termination	Federal law.	Securely Shred/Destroy
<b>Camper</b>	Incident Reports, Health Forms, Waivers	Age of Majority + State Time Limit	<b>Crucial for protecting minors (Talk to your lawyer!)</b>	Securely Shred/Destroy
<b>Contracts</b>	Vendor Agreements, Leases	7 years <i>after</i> contract ends	Standard legal practice.	Securely Shred/Destroy

<b>Insurance</b>	Main Liability Policies	Permanent	Proof of your past coverage.	Keep in a Safe Archive
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# Conclusion

The end of the camp season is a time for winding down and shifting gears. It's a chance to reflect on the fun and start planning for the future. As this guide has shown, taking care of your camp's digital side is a key part of that process. It's not just about tech; it's about being a responsible and professional leader.

By following these simple steps, you're taking powerful action to protect your camp. A good **digital handover for staff** closes security gaps. Properly **closing out your camp software** prevents future financial and registration mix-ups. Carefully **protecting health information** honors the trust families place in you. A smart **social media plan** keeps the camp spirit alive all year. An **organized photo library** becomes a priceless marketing tool. And a clear **document retention policy** is one of the best ways to protect your camp from future legal troubles.

Think of these tasks as interconnected parts of running a great camp. A well-done digital shutdown protects your camp's most important assets: its data, its good name, and the trust of your camp families. It clears away the clutter, reduces risks, and paves the way for a safe, smooth, and successful season next year.