

**DOCUMENT RETENTION AND DESTRUCTION POLICY
ANIMALS ASIA FOUNDATION, LIMITED**

Animals Asia Foundation, Limited (“Animals Asia”) takes seriously its obligations to preserve information relating to litigation, audits and investigations. This Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and contractors for maintaining and documenting the storage and destruction of Animals Asia’s documents and records.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records Animals Asia may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Executive Director.

From time to time, the Executive Director may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Executive Director.

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and Minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
Finance and Administration	Audit reports	Permanent
	Auditor management letters	7 years
	Internal audit reports	3 years
	Year-end financial statements	7 years
	Inventory records for products, materials, and supplies	3 years
	Invoices (to customers, from vendors)	7 years
	Payroll records and summaries	7 years
	Check register and checks	7 years

	Checks (for important payments and purchases)	Permanent
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Investment performance reports	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
	Correspondence — general	3 years
	Correspondence (legal and important matters)	Permanent
	Depreciation schedules	Permanent
	Expense analyses/expense distribution schedules	7 years
	Patents and related papers	7 years
	Trademark registration and copyright	Permanent
Insurance Records	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	7 years
	Safety (OSHA) reports	7 years
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all obligations end

	Mortgages, security agreements	7 years after all obligations end
Tax	IRS exemption determination and related Correspondence	Permanent
	IRS Form 990s	7 years
	Form RRF-1 (filed with California Attorney General)	7 years
	Form 199 (filed with California Franchise Tax Board)	7 years
Human Resources	Employee personnel files	Permanent
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	3 years
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
	Timecards/timesheets	3 years
Technology	Software licenses and support agreements	7 years after all obligations end

1. Electronic Documents and Records.

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

2. Emergency Planning.

Animals Asia's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping Animals Asia operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

3. Document Destruction.

The Executive Director is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

4. Compliance.

Animals Asia's staff, volunteers, members of the Board of Directors and contractors are required to honor the above requirements. Failure to follow this policy can result in possible civil and criminal sanctions against Animals Asia and its employees and possible disciplinary action against responsible individuals. The Executive Director and Board Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

As approved by Animals Asia Foundation, Limited Board of Directors on January 14, 2016.

