



Document Retention and Destruction Policy

I. Retention Policy

Association of Strategic Alliance Professionals, Inc. (the "Organization") takes seriously its obligations to preserve information relating to litigation, audits, and investigations. The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Organization may be required to keep in the future.

From time to time, the Organization may suspend the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings.

| File Category | Item | Retention Period |
|----------------------------|---|-----------------------------------|
| Corporate Records | Bylaws and Articles of Organization | Permanent |
| | Corporate resolutions | Permanent |
| | Board and committee meeting agendas and minutes | Permanent |
| | Conflict-of-interest disclosure forms | 4 years |
| Finance and Administration | Financial statements (audited) | Permanent |
| | Auditor management letters | Permanent |
| | Payroll records | 7 years |
| | Check register and checks | 7 years |
| | Bank deposits and statements | 7 years |
| | Chart of accounts | 7 years |
| | General ledgers and journals (include 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 |

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| Insurance Records | Policies – occurrence type | Permanent |
| | Policies – claims-made type | Permanent |
| | Accident reports | 7 years |
| | Safety 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 |
| | Charitable Organizations Registration Statements (filed with State Attorney General) | 7 years |
| | Other fundraising related documents | 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 3 years |
| | Withholding tax statements | 7 years |
| Technology | Timecards | 3 years |
| | Software licenses and support agreements | 7 years after all obligations end |

II. 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 should be tested on a regular basis.

III. Emergency Planning

The Organization's records should be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency should, if possible, be duplicated or backed up at least weekly and maintained off-site.

IV. Document Destruction

Documents should be eliminated at the end of the relevant retention period. Destruction of financial and personnel-related documents should be accomplished by shredding, or by secure deletion if applicable.

Document destruction with respect to relevant documents 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 or lawsuit.

V. Compliance

The Organization 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.