

AISH GLOBAL, INC.

RECORD RETENTION POLICY

- I. Introduction.** Certain organizational documents and electronic files are required by law to be kept for a minimum length of time because of their importance as legal or financial records. A record may include items such as a memorandum, a contract, an e-mail, or a report, as well as other less obvious items, such as a computerized desk calendar, an appointment book, or an expense record. Records may be in any medium, including print, electronic, and audio/visual media.

Below are tables of Permanent and Non-Permanent Records with Retention Periods. Exceptions to these rules and terms for retention may be granted only by the President.

However, if you believe that certain records are relevant to litigation or potential litigation (i.e., a dispute that could result in litigation), and then those records must be preserved until the organization's attorneys determine the records are no longer needed. This exception supersedes any established destruction schedule for those records.

II. Permanent Records (Items that should not be destroyed)

Tax records:

IRS Determination Letter
IRS or other government audit records
IRS rulings

Legal files:

Court Orders, Judgments, Releases,
Settlements

Corporate records:

Board policies
Bylaws
Certificate/Articles of
Incorporation/Charter
Corporate seal
Minutes of board and committee
meetings

Personnel records:

Employee handbook
*Sexual harassment complaints,
investigations, and Cause findings*

Insurance records:

Certificates issued to the organization
Claims files (e.g., correspondence,
medical records, injury
documentation)
Group insurance plans (retirees)
Insurance policies

Property records:

Correspondence, property deeds,
assessments, licenses, rights of way
Intellectual property records
Original purchase/sale/lease
agreements, and any related
regulatory/court approvals

Contribution records:

Records of contributions

Documents evidencing terms,
conditions or restrictions on gifts

III Non-Permanent Records (Items that can be destroyed)

Except for those specific records listed above, the following records may be disposed of after the specified period.

Section Topics

- 1. Accounting and Finance – 8 years**
- 2. Tax Records – 8 years**
- 3. Contracts – 7 years**
- 4. Grant Records – 7 years after end of grant period**
- 5. Insurance Records – 25 years**
- 6. Legal Files – 10 years after the close of the matter**
- 7. Personnel Records**
 - a. Employee medical records in general – Separation + 30 years
 - i. Exception: for employees who worked for less than one year as long as they are given records upon termination.
 - ii. Medical records must be stored separately and treated as confidential, except in the case of providing information to supervisors concerning accommodations.
 - b. Sexual harassment complaints, investigations, and No-cause findings – 3 years from determination
 - c. All other personnel records – 7 years after termination/separation
- 8. Payroll Records – Termination + 7 years**
- 9. Correspondence and Internal Memoranda**
 - a. Pertaining to the above matters – same as corresponding retention period above.
 - b. Pertaining to routine matters having no significant, lasting consequences – 2 years.
 - c. Pertaining to non-routine matters or having significant lasting consequences should be retained permanently, unless otherwise determined by the President or legal counsel.

10. Electronic Documents

- a. Electronic Mail – Unless part of a record specified above, 12 months maximum.
- b. Electronic Documents – based on the subject matter and its respective retention period above.

11. Registrations, licenses, and permits –

- a. State, local, and municipal – 7 years