

## RECORDS MANAGEMENT AND RETENTION POLICY

OF

### MOJAVE DESERT HERITAGE AND CULTURAL ASSOCIATION

Mojave Desert Heritage and Cultural Association (“MDHCA” or the “Corporation”) requires its directors, officers, employees, volunteers, agents, and other personnel (all such persons are referred to in this Policy as “Corporation personnel”) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The purpose of this Records Management and Retention Policy (“Policy”) is to ensure that certain records delineated below that are necessary for business and compliance reasons will be retained for a period of time that will reasonably assure their availability when needed, but for no period of time longer than reasonably necessary for the purposes for which the data was collected. This Policy is intended to support Corporation’s endeavors to comply with state and federal laws governing the destruction of documents and records applicable to nonprofit and charitable organizations.

It is the policy of the Corporation to retain and manage all such records in accordance with uniform guidelines, practices, and procedures. All Corporation personnel shall manage, protect, and maintain the following records in accordance with this Policy.

Type of Record	Retention Period
Accounts payable ledgers and schedules	10 years
Audit reports	Permanent
Bank reconciliations	10 years
Bank statements	10 years
Checks (for significant payments and purchases)	Permanent
Contracts, mortgages, notes and leases (expired)	10 years
Contracts (still in effect)	Permanent
Correspondence (General)	2 years
Correspondence (Legal)	Permanent
Deeds, mortgages and bills of sale	Permanent
Depreciation schedules	Permanent
Duplicate deposit slips	10 years
Employment applications	3 years
Expenses analyses/expense distribution schedules	3 years
Year-end financial statements	Permanent
Insurance policies (expired)	3 years

Insurance policies, current accident reports, claims policies	Permanent
Internal audit reports	10 years
Inventories of products, materials and supplies	6 years
Invoices for items purchased or sold	10 years
Minute books, bylaws and charter	Permanent
Grant reports/awarded grants	10 years
Payroll records and summaries	Duration of employment + 4 years
Personnel files (terminated employees)	Permanent
Retirement and pension records	Permanent
Tax returns and worksheets	7 years
Timesheets	7
Trademark registrations	Permanent
Copyright registrations	Permanent

Retention procedures will be suspended when a legal hold is placed, which requires preservation of appropriate records under special circumstances, such as litigation, government investigations, or consent decrees. In the event that Corporation's Board of Directors learns of any claim that could reasonably give rise to litigation or government investigation, Corporation shall consult with legal counsel as to the need for a legal hold. In such case, Corporation, in consultation with legal counsel, will determine and identify what records are required to be placed under a legal hold.

Corporation will notify individual Corporation personnel if a legal hold is placed on any records for which the individual is responsible. The individual will then locate, index, and protect the necessary records. Any record that is relevant to a legal hold must be retained and preserved. **FAILURE TO COMPLY WITH A LEGAL HOLD MAY RESULT IN SIGNIFICANT RISK, EXPOSURE, OR LIABILITY TO CORPORATION.** A legal hold remains effective until it is released in writing by Corporation after consultation with legal counsel.