

## Record Retention and Document Destruction Policy

Institute for Learning Perspectives a non-profit corporation (the "Institute"), shall use its best efforts to retain records for the period of their immediate or current use and in accordance with this Record Retention and Document Destruction Policy (this "Policy"), unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this Policy include paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities (collectively, "Documents").

Personnel of the Institute shall not knowingly destroy any Document in violation of this Policy or with the intent to obstruct or influence an investigation or proper administration of any matter within the jurisdiction of any department agency of the United States or in relation to or contemplation of any such matter or case.

Documents that have been retained beyond the period indicated in the chart below may be destroyed periodically, taking into consideration constraints on storage space and staff time. Notwithstanding the foregoing, if litigation is filed or government investigation is commenced against the Institute, from the date such action is known to the Institute, all destruction of Documents shall be suspended as promptly as is reasonable under the circumstances.

The Institute's retention requirements for Documents under this Policy shall be as follows:

<u>Type of Document</u>	<u>Minimum Requirement</u>
Accounts payable ledgers and schedules	7 years
Audit reports	2 years
Permanently Bank reconciliations	3 years
Bank statements	Permanently
Checks (for significant payments and purchases)	7 years
Contracts, mortgages, notes and leases (expired)	Permanently
Contracts (still in effect)	2 years
Correspondence (general)	Permanently
Correspondence (legal matters and complaints)	Permanently
Deeds, mortgages and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Financial statements (Year-End)	Permanently
Grant Applications	3 years
Grant Reports/Awarded Grants	7 years
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials and supplies	7 years
Invoices for items purchased or sold	7 years
Minute books, bylaws and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years

Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years