

THE NOBODY'S CATS FOUNDATION DOCUMENT RETENTION AND DESTRUCTION POLICY

I. **PURPOSE**: This Document Retention and Destruction Policy provides for the orderly management of documents maintained by The Nobody's Cats Foundation. It balances three goals: retention of important documents for future reference and future use, organization of documents for retrieval, and reduction in document volume to reduce storage and document administration costs.

II. **REASON**: The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored.

III. **COMPLIANCE**: The Nobody's Cats Foundation expects all employees, officers, board members, directors, chairmen, and committee members to fully comply with the Document Retention and Destruction Policy. If you believe, or The Nobody's Cats Foundation informs you, that The Nobody's Cats Foundation records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until legal counsel determines the records are no longer needed. The exception supersedes any previously or subsequently established destruction schedule for those records. If you believe the exception may apply, or have any questions regarding the possible applicability of that exception, please consult the President.

IV. **PERMANENT DOCUMENTS**: Permanent documents are those that are of importance for a legal or historical perspective of The Nobody's Cats Foundation. The following documents are deemed to be of the nature of importance that they are never to be destroyed and shall be retained permanently.

Document or Record	Retention Period
Articles of Incorporation (and amendments)	Permanent
By-Laws (and amendments)	Permanent
Corporate Minutes	Permanent
Corporate Records	Permanent
Correspondence - legal and corporate matters	Permanent
Deeds	Permanent
Contracts - still in effect	Permanent
Mortgages	Permanent
Depreciation Schedules	Permanent
Audit Reports	Permanent
Financial Reports (year end)	Permanent
Insurance Policies, Claims, Accident Reports, etc.	Permanent
Patents and related papers	Permanent
Retirement and Pension Records	Permanent
Tax Returns and Worksheets	Permanent
Trademark Registration	Permanent
Copyrights	Permanent

Mergers	Permanent
Executed Professional Services Agreements	Permanent
Executed Construction Documents	Permanent
Checks - important payments and purchases	Permanent
Press Releases/Public Filings	Permanent

V. **TEMPORARY DOCUMENTS**: Temporary documents are those that are of importance for a limited period of time and provide little, if any, benefit after the usefulness expires. The following documents are deemed to be of the nature of temporary documents and shall be retained for the time period indicated:

Document or Record	Retention Period
Accounts payable ledgers and schedule	7 years
Bank Reconciliations	2 years
Bank Statements	3 years
Checks (not important payments and purchases)	3 years
Contracts - expired	7 years
Leases - expired	7 years
Correspondence - general	2 years
Correspondence - w/ vendors and clubs	2 years
Duplicate Deposit Slips	2 years
Employment Applications - non-hired	3 years
Employment Applications - hired	7 years after termination
Expense Analysis/Expense Distribution Schedules	7 years
Insurance Policies - expired	3 years
Internal Audit Reports	3 years
Inventories - of products, materials and supplies	7 years
Invoices	7 years
Payroll Records - summaries	7 years
Personnel Files (terminated employment)	7 years
Rabies Vaccination Record	3 years
Time Sheets	7 years
Withholding Tax Statements	7 years
Salary Reviews	6 years
Capital & Fixed Asset Records	Life of asset + 7 years

VI. **CONCLUSION**: Failure to comply with this Document Retention and Destruction Policy may result in punitive action against the employee, officer, board member, director, chairman or committee member, including removal or termination. Questions regarding this policy should be referred to the Finance Committee Chairman, who is in charge of administering, enforcing and updating the policy.

Adopted by The Nobody's Cats Foundation Board of Directors: January 25, 2012.