DOCUMENT RETENTION POLICY

IRONDOG K9 INTERNATIONAL

ARTICLE I

PURPOSE

The purpose of this document retention policy is to establish standards for document integrity, retention, and destruction and to promote the proper treatment of **Irondog K9 International** records.

ARTICLE II

POLICY

Section 1. General Guidelines

Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense that can grow unreasonably if good housekeeping is not performed.

A mass of records also makes it more difficult to find pertinent records. From time to time, **Irondog K9 International** may establish retention or destruction policies or schedules for specific categories of records to ensure legal compliance and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below.

While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation-relevant documents and any other pertinent factors.

Section 2. Exception for Litigation Relevant Documents

Irondog K9 International expects all officers, directors, and employees to comply with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule. If you believe, or **Irondog K9 International** informs you, that corporate records are relevant to litigation, or potential litigation (i.e. dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories

Organization Documents

Organization records include the organization's Articles of Incorporation, By-Laws and IRS Form 1023, and Application for Tax Exemption. Organization records should be retained **permanently**. IRS regulations require that the Form 1023 be available for public inspection upon request set forth in these bylaws.

Tax Records

Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the Organization's revenues. Tax records should be retained for at least **seven years** from the date of filing the applicable return.

Employment Records/Personnel Records

State and federal statutes require the Organization to keep certain recruitment, employment, and personnel information. The Organization should also keep personnel files that reflect performance reviews and any complaints brought against the Organization or individual employees under applicable state and federal statutes. The Organization should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for **three years**. Retirement and pension records should be kept **permanently**. Other employment and personnel records should be retained for **seven years**.

Board and Committee Materials

Meeting minutes should be retained in perpetuity in the Organization's minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than **three years** by the Organization.

Press Releases/Public Filings

The Organization should retain **permanent** copies of all press releases and publicly filed documents under the theory that the Organization should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the Organization.

Legal Files

Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of **ten years**.

Marketing and Sales Documents

The Organization should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally **three years**.

***An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.*

Development/Intellectual Property and Trade Secrets

Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the Organization and are protected as a trade secret where the organization derives independent economic value from the secrecy of the information and has taken affirmative steps to keep the information confidential.

The Organization should keep all documents designated as containing trade secret information for **at least the life of the trade secret**.

Contracts

Final execution copies of all contracts entered into by the Organization should be retained. The Organization should retain copies of the final contracts for at least **three years beyond the life of the agreement**, **and longer in the case of publicly filed contracts.**

Correspondence

Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for **two years**.

Banking and Accounting

Accounts payable, ledgers, and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips, and checks (unless for important payments and purchases) should be kept for **three years**. Any inventories of products, materials, and supplies and any invoices should be kept for **seven years**.

Insurance

Expired insurance policies, insurance records, accident reports, claims, etc. should be kept **permanently**.

Audit Records

External audit reports should be kept **permanently**. Internal audit reports should be kept for **three years**.

Section 4. Electronic Mail.

E-mail that needs to be saved should be either:

printed in hard copy and kept in the appropriate file; or downloaded to a computer file and kept electronically or on disk as a separate file. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Summary of Retention Schedule

Record Categories	Retention Period
Organization Documents	Permanently
Tax Records	7 Years From Date of Document
Employment/Personnel Records	7 Years
Employment Applications (Not Hired)	3 Years
Retirement and Pension Records	Permanently
Background checks	5 Years
Annual Payroll Earning Reports	50 Years after tax year records were created
Board and Committee Materials	3 Years
Press Releases/Public Filings	Permanently
Legal Files	10 Years
Marketing and Sales Documents	3 Years Beyond Agreement
Development/Intellectual Property and Trade Secrets	For Life of the Trade Secret
Contracts	3 or beyond the life of the agreement, or longer on publicly Filed Contracts
Correspondence	2 Years
Banking and Accounting (Stmts, Deposit slips, Checks)	3 Years
Banking and Accounting Invoices	7 Years
Insurance	Permanently
Audit Records (External)	Permanently
Audit Records (Internal)	3 Years
Electronic Mail	Depends on Subject/Category of Email