

**Les Turner ALS Foundation
Document Retention and Destruction Policy**

The purpose of this policy is to ensure that the Les Turner ALS Foundation manages data in an efficient and effective manner, maintains historical records related to its financial and administrative operations, and purges documents as part of its normal management process. By establishing a specific timeline for document purging, this shall also ensure compliance with the Sarbanes-Oxley Act, which prohibits alteration, falsification or destruction of documents that are part of any official proceeding.

Labeling and Storage

All files, both hard copy and electronic, shall be appropriately labeled. Electronic copies shall be saved in appropriate folders on the shared network drive. Hard copies shall be stored in filing cabinets or other appropriate storage containers.

Review and Purging

Review and purging of files may take place in an ongoing manner, but must occur at least every two years and must follow the minimum retention requirements stated below. Such review and purging must also occur prior to archival storage of any files.

Document Drafts

Once the final copy of a document has been completed, the drafts may be recycled or deleted, unless they are documents of legal value.

Provision of Documentation for Investigations or Litigation

Documents requested and subpoenaed by legally authorized personnel will be provided within five (5) business days. The President of the Board of Directors and the Executive Director will authorize provision. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule. The number indicates the number of years a document must be retained; a "P" indicates that the document must be retained permanently.

Accounting and Fiscal

Type of Document		Type of Document		Type of Document	
Accounts, charged off	7	Cash sales slips	3	Financial statements, certified	P
Accounts payable ledger	P	Cash slips	3	Financial statements, periodic	P
Accounts receivable	10	Charge slips	10	Fixed capital records	P
Accounts receivable ledger	10	Check records	7	General cash book	25
Balance sheets	5	Check register	10	General journal	10
Bank deposit record	6	Checks, dividend	10	General journal support papers	P
Bank reconciliation papers	8	Checks, expense	10	General ledger	P
Bank statements	8	Checks, paid and canceled	9	Notes, canceled	10
Bills collectible	7	Checks, payroll	7	Note ledger	P
Bills of sale of registered goods	3	Checks, voucher	6	Payroll register	7
Bill stubs	7	Checks, warrants	P	Petty cash records	3

Accounting and Fiscal (continued)

Bonds canceled	3	Correspondence, accounting	5	Plant ledger	P
Bonds registered	P	Correspondence, credit & collection	7	Profit and loss statements	P
Bonds, sales of transfer	15	Cost account records	7	Property asset summary	10
Budget work sheets	3	Customer ledger	P	Royalty ledger	P
Building permits	20	Donations	7	Salesman commission reports	3
Capital stock bills of sales	P	Drafts paid	8	Stock ledger	P
Capital stock certificates	P	Earnings register	3	Tabulating cards, magnetic tape	1
Capital stock transfer records	P	Estimates, projections	7	Trial balance, accounts receivable	3
Cash books	25	Expense reports, departmental	5	Trial balance sheets	P
Cash receipts & disbursement records	10	Expense reports, employees	5	Un-collectible accounts	7
				Work papers, rough	2

Administrative

Type of Document		Type of Document		Type of Document	
Audit reports, internal	10	Correspondence, general	3	Inventory cards	3
Audit reports, public & government	P	Correspondence, personal	6	Inventory, plan cards	P
Audit work papers, internal	6	Correspondence, production	2	Organized charts	P
Classified documents control, inventories, reports	5	Correspondence, purchase	5	Requisitions	3
Correspondence, accounting	5	Correspondence, sales & service	3	Research reports	20
Correspondence, advertising	3	Correspondence, tax	20	System & procedure records	P
Correspondence, credit & collection	7	Correspondence, traffic	6	Telegram & cable copies	3
Correspondence, engineering & technical	10	Forms control	5	Telephone records	P

Corporate

Type of Document		Type of Document		Type of Document	
Annual reports	P	Contracts, vendor	10	Reports to Securities & Exchange Commission	P
Authority to issue securities	P	Dividend checks	10	Securities: documents of issuance, listing & registration	P
Authorization & appropriations for expenditures	3	Dividend register	P	Stock applications for issuance	P
Bonds, surety	10	Easements	P	Stock certificates, canceled	10

Corporate (continued)

Capital stock certificates	P	Election ballots	20	Stock, stock transfer & stockholders records	P
Charters, constitution, bylaws & amendments	P	Incorporation records & certificates	P	Stockholder reports	P
Contracts, employee	P	Licenses – federal, state, local	P	Voter proxies	15
Contracts, government	P	Permits to do business	P		
Contracts, labor union	P	Records of mergers, consolidations, acquisitions, dissolutions, reorganizations	P		
Capital stock ledger	P	Election records, corporate	10	Stockholders minute books, resolutions	P
Capital stock transfer records	P	General cashbooks, treasurers and auditors	25	Stockholder proxies	10

Insurance

Type of Document		Type of Document		Type of Document	
Accident reports	11	Expired policy, accident	7	Expired policy, life	7
Appraisals	P	Expired policy, fidelity	7	Expired policy, marine	7
Claims, automobile	10	Expired policy, fire	6	Expired policy, property	8
Claims, group life & hospital	4	Expired policy, group	7	Expired policy, surety	10
Claims, loss or damage in transit	7	Expired policy, hospital	6	Expired policy, workman's compensation	30
Claims, plant	P	Expired policy, inspection certificates	7		
Claims, workman's compensation	10	Expired policy, liability	7		

Donations/Funder Records

Type of Document		Type of Document		Type of Document	
Grant dispersal contract	P	Grant applications	7	Donor acknowledgements	7
Donor lists	7				