

## FAITH, HOPE AND LOVE GLOBAL MINISTRIES

### DOCUMENT DESTRUCTION AND RETENTION POLICY

Faith, Hope and Love Global Ministries ("FHLGM") takes seriously its obligations to preserve information relating to litigation, audits, and investigations. FHLGM shall retain documents and other records ("Records") for the period of their immediate or current use unless such Records are identified below, in which case they shall be retained for the minimum period described below unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records outlined in this policy are Records under the control of FHLGM and therefore do not include Records under the control of FHLGM's directors or officers. Such Records include paper and electronic files (including e-mail), regardless of where the Record is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. All Records, regardless of format, shall be retained for the same length of time as similar Records in paper format.

The President is responsible for the ongoing process of identifying FHLGM's records that have met the required retention period and overseeing their destruction.

No director or officer of FHLGM shall knowingly alter, destroy, mutilate, conceal, cover up, falsify or make a false entry in any Record with the intent to impede, obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States or in relation to or contemplation of such matter or case. If an official investigation is underway or suspected, Record purging will stop immediately.

From time to time, the President may issue a notice, known as a "legal hold," suspending the destruction of Records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations or similar proceedings. No Records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records FHLGM may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the President.

To eliminate accidental or innocent destruction, FHLGM has the following Record retention requirements:

File Category	Item	Retention Period
<b>Governance/Corporate Records</b>	Articles of Incorporation, Bylaws, Committee Charters	Permanently
	Board and committee meeting agendas, minutes, and resolutions	Permanently
	Conflict-of-interest disclosure forms	4 years

<b>File Category</b>	<b>Item</b>	<b>Retention Period</b>
<b>Finance and Administration</b>	Accounts payable ledgers and schedules	7 years
	Audit reports – external	Permanently
	Audit reports – internal	3 years
	Bank deposits and statements	3 years
	Bank reconciliations	2 years
	Checks – important payments and purchases	Permanently
	Checks – general	7 years
	Contracts and agreements	7 years after all obligations end
	Correspondence – general	2 years
	Correspondence – legal and important matters	Permanently
	Duplicate deposit slips	2 years
	Equipment files and maintenance records	7 years after disposition
	Expense analyses/expense distribution schedules	7 years
	Investment performance reports	7 years
	Invoices	7 years
	Inventories of products, materials, and supplies	7 years
	Payroll records and summaries	7 years
	Year-end financial statements	Permanently
<b>Contributions/Gifts/Grants</b>	Contribution records	Permanent
	Documents evidencing terms of gifts	Permanent
	Grant records	7 years after end of grant period
<b>Insurance Records</b>	Accident Reports	Permanently for current accident reports (otherwise 7 years)
	Claims – after settlement	Permanently
	Insurance policies	3 years after expiration
	Insurance records, accident reports, claims, etc.	Permanently
<b>Real Estate</b>	Bills of sale	Permanently
	Deeds	Permanently
	Leases	7 years after all obligations end
	Mortgages	7 years after all obligations end
	Security agreements	7 years after all obligations end
<b>Tax</b>	Correspondence with IRS	Permanently
	Depreciation schedules	Permanently
	Determination letter	Permanently
	Form 990s	Permanently
	Form I-9 (store separate from personnel files)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
<b>Human Resources</b>	Employee handbooks	Permanently
	Employee personnel files	7 years

<b>File Category</b>	<b>Item</b>	<b>Retention Period</b>
	Employment applications	3 years
	Retirement and pension records	Permanently
	Time sheets	7 years
	Workers compensation claims (after settlement)	7 years
<b>Intellectual Property and Technology</b>	Patents and related papers	Permanently
	Trademark registrations and copyrights	Permanently
	Website information (licensee)	Permanently
	Software licenses and support agreements	7 years after all obligations end

FHLGM Records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping FHLGM operating in an emergency will be duplicated or backed up regularly and maintained off-site.

The President and Board of Directors of FHLGM will periodically review these procedures with legal counsel or FHLGM's certified public accountant to ensure that these procedures are in compliance with new or revised regulations.