



Person to Person Record Retention and Destruction Policy

Purpose

This policy is intended to assure that all records regarding the operations of Person-to-Person, Inc. (the “**Organization**”) are maintained as long as they remain useful to achieving the Organization’s purpose, are retained for so long as the Organization is legally required to do so, are not accidentally or innocently destroyed, and are properly disposed of when they are no longer useful or required by law to be retained.

Record Retention

The term “records” includes all documents and records that the Organization and its personnel create or receive in connection with carrying on the Organization’s activities, whether on paper, in electronic files, by voice mail or any other form or medium.

Federal law generally requires the Organization to have rules for systematic document preservation and destruction to promote financial and business integrity. Federal and state laws also require the Organization to maintain certain types of documents and records for minimum periods so they can be produced to evidence compliance with legal obligations, failing which could subject the Organization to penalties and fines, or seriously disadvantage the Organization in a dispute or litigation with government agencies or third parties. In addition, notwithstanding any legal requirements, the Organization needs to organize and preserve records until they no longer are useful in its operations.

Accordingly, it is imperative that you fully understand and comply with this and any future records retention or destruction policies and schedules that the Organization adopts.

The tables attached in **Annex A** set forth minimum retention periods for various types of records. The ultimate decision whether to retain particular records longer will be made by the Chief Executive Officer, who is responsible for this policy, together with the Organization’s legal counsel. Records that are not specifically listed in **Annex A** should be retained for the same period as the listed records they most closely resemble. Correspondence related to any record should be retained for the same

period as the related record. If you have any question how a record should be treated, err on the side of caution and ask the Chief Executive Officer.

Record Storage

Records must be stored so they are secure and accessible. Security procedures must be followed to prevent malicious or unauthorized access. Records that are vital to restoring operations after a disaster or recreating the Organization's legal or financial status should be duplicated and the duplicates kept off-site.

Electronic Records. The goal is to convert records that are created or received in paper format into an electronic format to the extent possible. The records will be converted in such a manner that allows for the record to be efficiently stored, accessible, and retrievable. The electronic record must accurately reflect the information set forth in the paper record at the time it was first generated in its final form as an electronic record. The record must be legible, accurate, and cannot be altered. The electronic record becomes the official record and will remain accessible for later reference.

Record Destruction

Records will be destroyed or disposed of when they are no longer subject to retention in accordance with this policy, subject to the oversight of the Chief Executive Officer. Destruction or disposal should be by a means that ensures permanency and, in the case of electronic records, complete erasure. Applicable data privacy laws may apply and must be followed. In particular, records that contain confidential or personal information of the Organization or other persons must be destroyed or disposed of so that the confidentiality of that information is preserved.

Suspension of Record Destruction

If a lawsuit is filed or reasonably anticipated, a governmental investigation is pending or threatened, or a legal document request has been made upon the Organization, all destruction or disposal of records, including routine destruction under this policy, **MUST CEASE**. Any records that are identified as relevant to any of the foregoing must be preserved until it is definitively determined by the Organization's legal counsel that they are no longer relevant. This paragraph describes legal obligations of the Organization and failure to comply can have serious legal consequences. Any questions regarding these obligations should be addressed to the Chief Executive Officer.

Supervision of Record Retention and Destruction

The Organization's Chief Executive Officer is responsible for implementing and administering this policy. All questions regarding record retention and destruction, as well as this policy, should be addressed to him or her.

Certification of Compliance

When a staff member is first employed or engaged he or she must complete and deliver to the Organization a certificate in the form specified by the Organization, which, initially, will be as attached to this policy as **Annex B**.

Violations of this Policy

Violations of this policy will be subject to such disciplinary and corrective action as the CEO or Board of Directors deems appropriate.

Periodic Reviews

The Board of Directors shall review this policy periodically to ensure that it continues to satisfy the obligations of the Organization. Any changes to the policy will be communicated promptly to all staff.

ANNEX A

Person-to-Person, Inc.

Minimum Record Retention Periods

Fundamental Corporate Records	
Articles or certificate of incorporation and amendments	Permanent
Bylaws and amendments	Permanent
Records of Board and Board committee actions	Permanent
IRS application for tax-exempt status on Form 1023	Permanent
IRS tax-exempt determination letter	Permanent
IRS taxpayer identification number notice	Permanent
State taxpayer identification number notice	Permanent
State sales tax exemption letter	Permanent
Business licenses	Permanent

Corporate Tax Records	
IRS annual Form 990, 990-EZ, 990-N, 990-T and 990-W tax reports and all schedules and attachments	Permanent
State annual reports and all schedules and attachments	Permanent
Depreciation schedules and backup	7 years after disposition of asset
Employment withholding tax records	6 years
IRS audit reports and related documents	Permanent
Federal and State payroll tax returns	10 years
FICA wage records and returns on Form 941	6 years
Forms 1099	6 years
Forms 8282, 8283 and 8300 – cash transaction reports	7 years
Retirement and pension plan returns	Permanent
Employee W-2 and W-4 forms	6 years
Property tax records	7 years
Other tax records	6 years

Accounting Records	
Audit reports and annual financial statements	Permanent
Accounting ledgers (general, accounts receivable, accounts payable) and related records	7 years
Journals (general, cash receipts, cash disbursements, payroll, sales, purchases) and related records	7 years
Fixed asset records	Permanent
Business expense records	7 years
Chart of Accounts	Permanent

Employee Records	
Employee benefit plan disclosures, annual reports and summary plan descriptions	Permanent
Employee handbook	Permanent
Group disability records	10 years
Immigration – INS Form I-9 (employment eligibility verification form)	Law states 3 years after the date of hire or one year after the date employment ends, whichever is later
Individual employee records	
Applications for hire	1 year (not hired), otherwise 7 years after termination of employment
Employment, internship, secondment, termination and separation agreements	7 years after termination of employment
Personnel files	7 years after termination of employment
Benefit, pension and retirement plan records	7 years after employee leaves the plan
Documents relating to appraisals, promotions, demotions, transfers, layoffs, terminations, etc.	7 years after termination of employment
Earnings records, including time sheets	7 years after termination of employment
Employee medical records	7 years after termination of employment
Expense reports – travel and entertainment	7 years
Family and Medical Leave Act (FMLA) records	7 years after termination of employment
Payroll records	Permanent
Worker's compensation claims and related documents	7 years after termination of employment
Unemployment insurance records	7 years after termination of employment

Employee exposure and medical records regarding toxic substances or harmful physical agents	30 years after termination of employment
EEO-1 reports (employers with 100 or more employees)	Permanent

General Business Records	
Accident reports	7 years
Bank deposit slips	7 years (may be available online)
Banking documents	7 years (may be available online)
Brokerage statements and stock transaction records	7 years (may be available online)
Capital stock book	Permanent
Contracts and leases generally	7 years after expiration
Collective bargaining agreements	Permanent
Correspondence (general)	7 years
Correspondence (legal and tax)	Permanent
Evacuation and emergency action plan	Permanent
Insurance audit reports	10 years
Insurance claims	10 years after settlement
Insurance policies and certificates	7 years after expiration
Litigation or litigation-related support documentation	Permanent
Invoices	7 years
Sales records (box office, concessions, gift shop)	5 years
Petty cash vouchers	7 years
Cash receipts	7 years
Credit card receipts	7 years
Purchase orders	7 years
Receipts (cash and other office receipts)	7 years
Sales invoices	7 years
Vendor invoices	7 years
Warranty documents	1 year after expiration

Donation and Funding Records	
Records relating to fundraising activities	7 years
Records relating to donations received	7 years
Records relating to grants or funding to beneficiaries, including case histories on grants to individuals	7 years after completion

Records of searches on beneficiaries of funds abroad, including Office of Foreign Asset Control databases, pursuant to U.S. anti-terrorism laws	5 years
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Legal and Risk Management Records	
Copyright, patent and trademark registrations and related documents	Permanent
URL registrations and terms and policies relating to websites maintained	7 years from termination of registration or of policy
Policies of insurance and all riders and endorsements	Permanent
OSHA documents (except employee exposure and medical records)	5 years
Contracts	7 years after termination
Documents relating to pending or threatened litigation or governmental investigation or administrative action	7 years from final judgment or settlement

Property Records	
Deeds, bills of sale and title documents	7 years after disposition of asset
Mortgages and notes, amendments and discharges	Permanent
Leases	7 years after termination
Property appraisal and valuation reports	7 years after disposition of asset
Motor vehicle records	7 years after disposition

ANNEX B
Person-to-Person, Inc.
Record Retention and Destruction Policy Certificate

This certificate must be signed and delivered pursuant to the Person-to-Person Record Retention and Destruction Policy (the “**policy**”), at such times as specified in the policy.

_____ (initial) I have received a copy of the policy;

_____ (initial) I have read and understand the policy; and

_____ (initial) I agree to comply with the policy;

The undersigned, by his or her signature, certifies as indicated above and acknowledges his or her understanding of the implications of the policy.

Signature

Printed Name

Position

Date