

Attachment C to Bylaws

Document Management Policy

Article I – Purpose

The purpose of this policy is to identify the responsibilities of Board members and officers for the maintenance, storage, and destruction of the Organization's documents and records in support of the Organization's information management needs and in compliance with the Sarbanes-Oxley Act of 2002 Section 802, IRS records retention requirements, and the charitable laws of the State of Georgia.

Article II – Document Retention

The chart that follows specifies the types of documents that will be retained, the retention period, and any pertinent notes concerning their handling. The Chairman will retain hard copies and/or electronic copies of all documents listed in the chart unless otherwise noted. Electronic documents will be backed-up daily via an off-site server.

DOCUMENT RETENTION SCHEDULE	
Type of Document	Retention Period and Notes
Organizational Records	
Incorporation documents including Articles of Incorporation, Bylaws, Board policies and resolutions, EIN Designation, and related documents	Permanent
Tax-exemption documents including Application for Tax Exemption (IRS Form 1023), IRS Determination Letter, Sales Tax Exemption Letter, and related documents	Permanent – Federal law requires copies of these documents to be held at organization's HQ office. These records must be made available for public inspection upon request.
Annual business license, corporate registration, and related documents	Permanent
Meeting/Board documents including agendas, minutes, and related documents	Permanent – Care should be taken to include only necessary information in these documents.
Documents that have historical, legal, or programmatic significance	Permanent

Financial Records	
Annual Information Returns (IRS Forms 990 and attachments)	7 years – Federal law requires that the 3 most recent years' returns be kept in the organization's HQ office and be made available for public inspection upon request (excluding Schedule B).
Year-end financial reports/statements	Permanent
Quarterly financial reports/statements	3 year
Monthly bank statements, canceled checks, deposit receipts, check registers, investment statements, and related documents	7 years – Treasurer will retain these.
Income and expense documentation supporting Annual Information Returns including invoices, receipts, expense reports, and reimbursement requests/disbursements	7 years
Audit reports and related documents	Permanent

Donations/Funding Records	
Grant applications	7 years
Grant dispersal contracts	Permanent
Donor lists and acknowledgments	Confidential – 7 years

DOCUMENT RETENTION SCHEDULE continued	
Type of Document	Retention Period and Notes
Personnel Records	
Recruitment information, applications, job descriptions, and resumes of Board members and officers and related correspondence	Confidential – 7 years after termination
Lists/records of members , volunteers, and e-mail distribution	Confidential – 3 years or longer
Contracts & Legal Documents	
Directors and Officers Insurance Policy and any other insurance policy	Permanent
Insurance claims or disbursements	Permanent
Legal correspondence	Permanent
Warranties and vendor contracts	7 years or 3 years beyond the life of the contract, whichever is longer
Correspondence relating to negotiation for a contract or service	7 years or 3 years beyond the life of the contract, whichever is longer
Trademark, service mark, and copyright registrations	Permanent
Management Documents	
Strategic Plans	7 years
Periodic status tracking reports	7 years
Publications	
Press releases and public filings	Permanent
Articles and educational and instructional materials	3 years or more
Marketing and sales materials	3 years or more
Web site	3 years or more

Article III – Document Protection

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Each individual responsible for custody of electronic documents will be responsible for maintaining computer backup media.

Article IV – Document Destruction

Hard copies of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by fire or other proven means to destroy such media after they have been retained until the end of the Document Retention Schedule. However, all permitted document destruction must be halted if the Organization is being investigated by a governmental law enforcement agency, and routine destruction may not resume without the written approval of legal counsel or the Chairman.

Article IV – Provision of Documentation for Investigations or Litigation

Upon notification of an investigation or litigation, the Chairman will immediately notify all Board members and officers that NO documents may be destroyed until the “all clear” notice is given. The Chairman will authorize provision of documents requested or subpoenaed by legally authorized personnel, and such documents will be provided within 5 business days. No documents will be concealed, altered, or destroyed with the intent to obstruct the investigation or litigation.

Certification

This Document Management Policy was approved at a meeting of the Board of Directors on January 9, 2011 and is effective as of this date.

<u>Donna Shearer</u>	, Chairman	Donna Shearer
<u>Bob Pledger</u>	, Vice Chairman	Bob Pledger
<u>Rob Strangia</u>	, Board Member	Rob Strangia
<u>Dave Teffeteller</u>	, Board Member	Dave Teffeteller
<u>Jimmie Walters by e-mail</u>	, Board Member	Jimmie Walters