

**RECORD RETENTION POLICY
OF THE
LA JOLLA GOLDEN TRIANGLE ROTARY CLUB FOUNDATION**

The La Jolla Golden Triangle Rotary Club Foundation (the “Foundation”) takes seriously its obligations to preserve information and documents. The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Foundation may be required to keep in the future. It is intended that this policy comply with IRS record retention requirements for the Foundation. Questions regarding the retention of documents not listed in this chart should be directed to the Secretary.

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
Finance and Administration	Financial statements	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Investment performance reports	7 years
	Contracts and agreements	7 years after all obligations end
	Correspondence — general	3 years
	Tax	IRS exemption determination and related correspondence
IRS Form 990s		7 years

- 1. Electronic Documents and Records.** Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. 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. Backup and recovery methods will be tested on a regular basis.
- 2. Emergency Planning.** The Organization’s records will be stored in a safe, secure, and accessible manner.
- 3. Document Destruction.** The President and the Secretary are responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.
- 4. Compliance.** The President will periodically review these procedures with the Foundation’s legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.