

Record Retention and Destruction Policy

1. Policy. This Record Retention and Destruction Policy (this “Policy”) represents the policy of the ACG Central Texas, Inc. (the “Chapter”) regarding the retention and destruction or deletion of documents and records, whether in written or electronic form.

2. Purpose. The purpose of this Policy is to (a) ensure that necessary paper and electronic records and documents are adequately maintained; (b) minimize the Chapter’s cost of document retention while still properly retaining documents; (c) aid the Chapter’s employees or independent contractors in understanding their obligations in retaining paper and electronic documents; and (d) ensure that paper and electronic records that are no longer required by the Chapter are discarded or deleted at a proper and uniform time.

3. Compliance with Law. In accordance with 18 U.S.C. § 1519, the Chapter will not knowingly destroy a document with the intent to obstruct or influence an “investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States . . . or in relation to or in contemplation of such matter or case.”

4. Modification of the Policy. The retention periods outlined in this Policy may be increased by government regulation, judicial or administrative action, private or governmental contract, pending litigation or audit. When appropriate, the Administrator (as defined below) will issue a memorandum to all employees, instructing them regarding the appropriate response to such modifications.

5. Suspension of the Policy--Litigation Hold. In the event (a) the Chapter is served with any subpoena or request for documents, (b) any employee of the Chapter becomes aware of a governmental investigation or audit relating to the Association, (c) any litigation is commenced against the Chapter or (d) the Chapter plans to institute litigation against any third party, the destruction or deletion of records relating to the matter will be suspended (such suspension being referred to as a “Litigation Hold”). The Litigation Hold will be communicated by the Administrator (as defined below) to all employees and management services providers having access to relevant records by means of a “Litigation Hold Notice” describing the nature of the proceeding giving rise to the Litigation Hold and the categories of documents to be retained. As of the date of delivery of the Litigation Hold Notice, any further destruction or deletion of such documents will be suspended until such time as the Administrator, with the advice of counsel, determines otherwise.

6. Administration. The Record Retention Schedule attached hereto as Exhibit A is approved as the initial maintenance, retention and disposal schedule for the Chapter’s paper and electronic records and documents. The administrator of this Policy (the “Administrator”) shall be the Chapter Executive, or such other officer as is designated by the Board of Directors. The Administrator shall be charged with implementing such processes and procedures as the Administrator deems necessary and appropriate to ensure that the Record Retention Schedule is followed, including policies and procedures to be followed by management services providers who maintain custody or control of any records or documents of the Chapter on its behalf. The Administrator is also authorized and directed to: (a) review this Policy at least

annually; (b) monitor, in consultation with the Chapter's president, Board of Directors, legal counsel, local state and federal laws affecting record retention; (c) make modifications to the Record Retention Schedule as necessary to ensure that it is in compliance with local, state and federal laws and includes appropriate document and record categories for the Chapter; and (d) monitor compliance with this Policy.

7. Types of Documents Covered by the Policy. This Policy applies to paper documents, as well as emails, pdfs and other electronic documents and records generated in the course of the Chapter's business.

8. Personal Computers. Employees or independent contractors may use personal computers to remotely view or access the Chapter's documents and records, and to review and send emails relating to the Chapter's business. However, all such documents and records, including emails, must reside on the Chapter's computer systems.

ACG RECORD RETENTION SCHEDULE

<i>RECORD TYPE</i>	<i>RETENTION PERIOD</i>
<u>Accounting and Finance</u>	
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Vendor Invoices and supporting documentation	7 years
General Ledgers	Permanent
Interim Financial Statements	7 years
Annual audit reports and financial statements	Permanent
Annual audit records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual plans and budgets	3 years
Bank statements and canceled checks	7 years
Employee expense reports	7 years
Investment records	Term of investment + 7 years
<u>Contracts</u>	
Contracts and related correspondence (including any RFPs that resulted in the contract and all other supportive documentation)	Term of contract + 7 years
Chapter Affiliation Agreements	Permanent
<u>Corporate Records</u>	
Corporate records (minute books, signed minutes of the Board and all committees, articles of incorporation, bylaws, annual corporate reports)	Permanent
Board Books	3 years
Licenses and permits	Permanent
Trademark and Copyright registrations and related files	Permanent

<i>RECORD TYPE</i>	<i>RETENTION PERIOD</i>
Policy and Procedures Manuals (includes policies and procedures posted on websites, and terms of use of websites)	Current version with revision history
Documents relating to administration of the Association's Conflict of Interest Policy and Whistleblower Protection Policy	7 years
<i><u>Legal Files and Papers</u></i>	
Legal Memoranda and Opinions (including all subject matter files)	7 years after close of matter
Litigation Files	1 year after expiration of appeals or time for filing appeals
Court Orders	Permanent
Releases and Settlements	Permanent
Requests for Departure from Records Retention Plan, including Litigation Hold Notices	10 years
<i><u>Insurance Records</u></i>	
Liability Insurance Policies and related claims files, including without limitation: <ul style="list-style-type: none"> • D&O • general and umbrella liability • fidelity bonds 	Permanent
Property and Casualty Insurance Policies and related claims files	Term of coverage + 7 years
Other Insurance Policies (e.g., Meeting Cancellation Insurance) and related claims files	Term of Coverage +7 years
Releases and Settlements	Permanent
<i><u>Employee Benefits</u></i>	
Employee Benefit Plan Documents	Permanent
Plan Determination Letters	Permanent
Plan Regulatory Filings (e.g., Forms 5500)	Permanent

<i>RECORD TYPE</i>	<i>RETENTION PERIOD</i>
Testing and compliance documentation	7 years
Group Life and Health Insurance Plans	While policies are in force + 3 years
<u><i>Personnel Records</i></u>	
Employee Personnel and Payroll Records, including but not limited to: <ul style="list-style-type: none"> • job applications/resume • reference checks • job descriptions • Forms W-4 and I-9 • compensation history • wage garnishments, assignments, attachments • performance evaluations • disciplinary information • termination papers 	Term of Employment + 7 years
Employee Medical Records (separate confidential file)	Term of employment + 7 years
Retirement and Pension Records	Permanent
Employee Handbooks	Permanent (one copy of each)
Employment Contracts - Individual	Term of Employment + 7 years
<u><i>Property Records</i></u>	
Title documents (e.g., deeds, bills of sale)	Permanent (copies retained if original is endorsed to transfer title)
<u><i>Tax Records</i></u>	
Tax-Exemption Documents and related correspondence	Permanent
Federal, State and Local Income Tax Returns/Informational Returns, including without limitation: <ul style="list-style-type: none"> • Form 990 • Form 990-T • Sales and use Tax Returns • Personal Property Returns 	Permanent

<i>RECORD TYPE</i>	<i>RETENTION PERIOD</i>
Tax return work papers	7 years
IRS or Other Government Audit Records	Permanent
Form 941	7 years
Forms W-2 and W-34	7 Years
<i>Membership/Event Records</i>	
Member List	Maintained electronically and continually updated
Membership applications	Period of disposition + 2 years
Credit card records (reflecting membership fee and registration fee payments)	2 Years
Event registration applications	1 year
Event binders	2 years
<i>Other Documents</i>	
Consultant's Reports	2 years
Material of Historical Value (including pictures, publications, brochures)	Permanent--1 archive copy

Special Provisions

Internal Memoranda

Internal memoranda should be retained for the same period as the document that they directly pertain to or support. For example, a memorandum pertaining to or supporting a particular contract should be retained as long as the contract (7 years after expiration). Memoranda that do not pertain to or support other documents should be discarded after two years.

Electronic Documents

Electronic Mail: All email from internal or external sources is to be deleted after 12 months. The Association's employees should strive to keep all email related to business issues. Email not relevant to or related to the business is not appropriately stored by the Association and should not be retained. Unless the Association or a management services provider archives employees' emails, it is the responsibility of each employee to maintain his or her electronic mailbox in accordance with this policy.

PDF Documents: PDF documents should be retained based upon the content of the PDF as outlined in this Policy.

Word Processing Documents: Word processing documents should be retained based upon their content as outlined in this Policy.

Paper Correspondence

Paper correspondence should be retained for the same period as the document to which it relates. For example correspondence pertaining to a tax audit should be retained for the same period as other documents pertaining to the audit (permanently).

General paper correspondence not related to any particular document subject to retention under this Policy should be retained for 12 months and then discarded.