

## Document Retention and Destruction Policy

### **Description:**

Describing OASIS operational requirements for retaining documents and secure destruction of documents.

The OASIS Document Retention and Destruction Policy addresses the retention and destruction of records pertaining to corporate governance, corporate finance and operations, correspondence and records relating to member contributions to the creation of specifications and standards. Where there may be discrepancies (ex: correspondence relevant to a standard) the longer of the two retention periods shall apply.

The definitive official copy of documents stored as paper are stored in the headquarters office. Documents stored in electronic or digital form will be maintained on servers or devices under the control of OASIS.

Documents under the control of OASIS in whatever form shall be retained according to the Record Retention Schedule. Destruction shall mean any of deletion, recycling, or discard. Secure destruction shall mean any of incineration, shredding, or secure erasure as appropriate to the storage media type. OASIS may or may not destroy or securely destroy non-definitive or duplicate copies at any time.

OASIS management will, under guidance of OASIS counsel, circulate staff communications directing the suspension of any destruction of paper or electronic documents when appropriate, relevant to any ongoing or anticipated government investigations, proceedings, or litigation or when OASIS has received a mandatory order to produce information. Thereafter, routine document destruction can only resume with approval of OASIS counsel.

This policy will be executed by OASIS staff under the responsibility of the Executive Director as s/he instructs.

A one time review of all document types will be conducted before March 2011 in order to identify those (sets of) records that should already be destroyed.

## OASIS Open Record Retention Schedule

**"Indefinite"** means that records are never destroyed and that measures are in place to avoid accidental or attempted deliberate destruction.

**"x Years"** means that records MAY be destroyed x years after the most recent modification or amendment to the record and SHOULD be destroyed as soon thereafter as is administratively feasible.

All references refer to records maintained by OASIS in contrast to copies of those records that may be retained by a third party.

**DOCUMENT CATEGORIES**

<b>DOCUMENTS</b>	<b>PERIOD OF RETENTION</b>	<b>SECURE DESTRUCTION</b>
<b>CORPORATE GOVERNANCE</b>		
ARTICLES OF INCORPORATION	INDEFINITE	
IRS FORM 1023 AND LETTER OF DETERMINATION	INDEFINITE	
BYLAWS, CHARTER, MINUTE BOOKS	INDEFINITE	
BOARD POLICIES	INDEFINITE	
BOARD MEETING MINUTES AND RESOLUTIONS	INDEFINITE	
LEGAL AND TAX CORRESPONDENCE	INDEFINITE	
COPYRIGHTS, PATENTS, TRADEMARK REGISTRATIONS	INDEFINITE	
DEEDS, MORTGAGES, AND EASEMENTS IN FORCE	INDEFINITE	
MEMORANDUM OF UNDERSTANDING	INDEFINITE	
<b>AUDIT / TAX</b>		
IRS FORM 990	INDEFINITE	
ANNUAL TAX FILINGS (STATE AND OTHER REQUIRED FILINGS)	INDEFINITE	
TAX RETURNS AND WORKING PAPERS	INDEFINITE	
AUDIT REPORT AND FINANCIAL STATEMENTS	INDEFINITE	
MONTHLY OPERATIONS REPORTS	INDEFINITE	
IRS FORM 1099 (FEES PAID TO PROFESSIONALS)	7 YEARS	REQUIRED
W-2 STATEMENTS, PAYROLL TAX RETURNS	7 YEARS	REQUIRED
<b>FINANCIAL RECORDS</b>		
CHART OF ACCOUNTS	INDEFINITE	
ACCOUNTING POLICIES AND PROCEDURES	INDEFINITE	
GENERAL LEDGERS AND JOURNAL ENTRIES	INDEFINITE	
ANNUAL TRIAL BALANCES	INDEFINITE	
CAPITAL STOCK AND BOND RECORDS	INDEFINITE	
CHECKS FOR TAXES, CAPITAL PURCHASES. IMPORTANT CONTRACTS	INDEFINITE	
DEPRECIATION SCHEDULES	INDEFINITE	
CONTRACTS AND AGREEMENTS IN FORCE	INDEFINITE	

**DOCUMENT CATEGORIES**

<b>DOCUMENTS</b>	<b>PERIOD OF RETENTION</b>	<b>SECURE DESTRUCTION</b>
ADMINISTAFF CONTRACTS & RENEWALS	INDEFINITE	
SPONSORSHIP AND FOCUS AREA AGREEMENTS	7 YEARS	
EXPIRED CONTRACTS AND AGREEMENTS	7 YEARS	
INSURANCE POLICIES	INDEFINITE	
INSURANCE RECORDS: ACCIDENTS, CLAIMS, ETC.	INDEFINITE	
DONATIONS AND DONOR ACKNOWLEDGEMENTS	INDEFINITE	
<b>ACCOUNTING RECORDS</b>		
PAYROLL REGISTERS	INDEFINITE	
ACCOUNTS PAYABLES LEDGERS	7 YEARS	
VOUCHERS FOR PAYMENTS TO VENDORS, EMPLOYEES, ETC.	7 YEARS	
VENDOR CONTRACTS	7 YEARS	
PURCHASING CORRESPONDENCE, PURCHASE ORDERS	7 YEARS	
EXPENSE REPORTS	7 YEARS	
CREDIT CARD RECEIPTS	3 YEARS	
ACCOUNTS RECEIVABLES LEDGERS	7 YEARS	
INVOICES AND OTHER SALES RECORDS	7 YEARS	
CASH RECEIPT RECORDS	7 YEARS	
DEPOSIT SLIPS / CANCELLED CHECKS	7 YEARS	
CHECKS OTHER THAN THOSE DESCRIBED ABOVE	7 YEARS	
BANK RECONCILIATIONS	3 YEARS	
BANK STATEMENTS	10 YEARS	
<b>PERSONNEL INFORMATION</b>		
EMPLOYEE HANDBOOK	INDEFINITE	
EMPLOYEE OFFER LETTERS	INDEFINITE	
EMPLOYEE PERSONNEL FILES	7 YEARS	REQUIRED
JOB APPLICATIONS & Pre-employment Background Checks	3 YEARS	REQUIRED
PERSONNEL FILES, TERMINATED	7 YRS AFTER TERMINATION	REQUIRED
PAYROLL RECORDS, TIMESHEETS	7 YEARS	REQUIRED
EMPLOYEE PERFORMANCE REVIEWS, DOCUMENTATION	7 YEARS	REQUIRED
JOB DESCRIPTIONS AND SALARY RANGES	7 YEARS	REQUIRED

**DOCUMENT CATEGORIES**

<b>DOCUMENTS</b>	<b>PERIOD OF RETENTION</b>	<b>SECURE DESTRUCTION</b>
EMPLOYEE WITHHOLDING TAX STATEMENTS	7 YEARS	REQUIRED
EMPLOYEE DISABILITY BENEFITS RECORDS	7 YEARS	REQUIRED
EMPLOYEE BENEFIT ENROLLMENTS	7 YEARS	REQUIRED
WORKMANS COMPENSATION RECORDS	7 YEARS	REQUIRED
<b>MANAGEMENT PLANS AND PROCEDURES</b>		
STRATEGIC PLANS	7 YEARS	
DISASTER RECOVER PLANS	7 YEARS	
<b>GENERAL</b>		
GENERAL CORRESPONDENCE inc EMAIL	2 YEARS	
REQUISITIONS	2 YEARS	
<b>TECHNICAL COMMITTEE RECORDS</b>		
MEMBERSHIP AGREEMENTS	INDEFINITE	
MEMBER PARTICIPATION RECORDS	INDEFINITE	
EMAIL	INDEFINITE	
DOCUMENTS	INDEFINITE	
MEETING MINUTES	INDEFINITE	
APPROVED STANDARDS	INDEFINITE	
VOTING RECORDS	INDEFINITE	
PUBLIC COMMENTS	INDEFINITE	
IPR DECLARATIONS & STATEMENTS	INDEFINITE	

Dates

**Approved:**

Wed, 2011-02-02

**Effective:**

Wed, 2011-02-02