



Document Destruction and Retention Policy

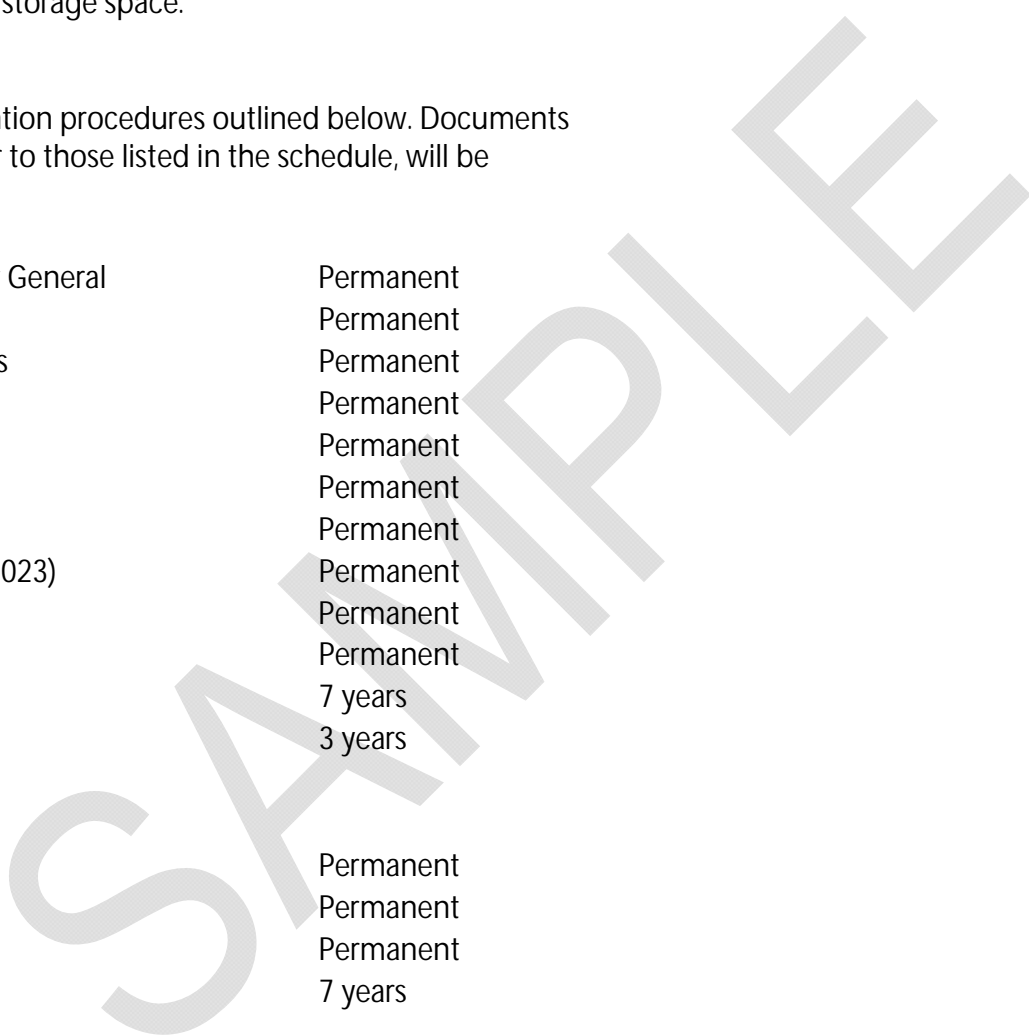
Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official

and freeing up valuable storage space.

follows the document retention procedures outlined below. Documents that are substantially similar to those listed in the schedule, will be retained for an appropriate length of time.

Secretary of State/Attorney General	Permanent
Board Minutes	Permanent
Board Committee Minutes	Permanent
Contracts	Permanent
Deeds	Permanent
Deeds	Permanent
Deeds-Exempt Status (Form 1023)	Permanent
Deeds	Permanent
Deeds	Permanent
Deeds	Permanent
Deeds	7 years
Deeds	3 years
Corporate Tax Records	Permanent
Financial Statements	Permanent
Insurance Policies	Permanent
Insurance Policies	7 years



SAM



criminal sanctions against THE CBO CENTER

SAMPLE