

**Women Thrive Worldwide**  
**Document Retention and Destruction Policy**

It is the policy of the organization to retain records as required by law and to destroy them when appropriate. The actual record retention period shall be based on local requirements and practices, but in no case shall records be destroyed before the recommended retention period or before local statutory requirements.

**Storage of Documentation**

The Chief Financial Officer will be responsible for categorizing and maintaining a listing of records maintained and their location. Documents may be stored off-site only in locations where they may be easily accessed if needed.

**Record Destruction**

After each year-end, all files exceeding their designated holding period will be destroyed. The CFO prepare a list of such files for the President. Upon her approval, the CFO will destroy the documents.

Destruction of the files will be performed by an independent, outside service for shredding and disposal. Disposal of records into the Company's general trash service is not allowed.

The CFO will maintain the organization's destruction log. A listing of records destroyed will be maintained permanently for future reference.

**ACCOUNTING RECORDS**

Accounts Payable	7 years
Accounts Receivable	7 years
Audit Reports	Permanent
Chart of Accounts	Permanent
Depreciation Schedules	Permanent
Expense Records	7 years
Financial Statements (Annual)	Permanent
Fixed Asset purchases	Permanent
General Ledger	Permanent
Inventory Records	7 years
Loan Payment Schedules	7 years
Purchase Orders (1 copy)	7 years
Sales Records	7 years
Tax Returns	Permanent

**RETENTION PERIOD****BANK RECORDS**

Bank reconciliations	2 years
Bank statements	7 years
Canceled checks	7 years
Electronic payment records	7 years

**CORPORATE RECORDS**

Board minutes	Permanent
Bylaws	Permanent
Business licenses	Permanent
Contracts - major	Life + 4 years
Contracts - minor	Life + 3 years
Insurance policies	Permanent
Leases/mortgages	Permanent
Patents/trademarks	Permanent
Shareholder records	Permanent
Stock registers	Permanent
Stock transactions	Permanent

**EMPLOYEE RECORDS**

Benefit plans	Permanent
Employee files (ex-employees)	7 years
Employment applications	3 years
Employment taxes	7 years
Payroll records	7 years
Pension/profit sharing plans	Permanent

**REAL PROPERTY RECORDS**

Construction records	Permanent
Leasehold improvements	Permanent
Lease payment records	Life + 4 years
Real estate purchases	Permanent