

**LIONS OF MICHIGAN MD 11, INC.
DOCUMENT RETENTION AND DESTRUCTION POLICY**

With the advent of the Sarbanes-Oxley Act or SOX, destruction of business records must be carefully monitored.

Lions of Michigan MD 11, Inc. have a written policy that outlines the length of time records must be retained, before which they cannot be destroyed. To prevent the accumulation of mountains of paper, documents will be reviewed annually and discard or destroy those that have passed the required retention period.

The following chart, based on one from the National Council of Nonprofit Associations, is a good basis for determining how long to retain documents.

Permanently	7 Years	5 Years	3 Years
Audit reports	Accounts Payable ledgers and schedules	Bank statements	Employment applications
Checks for important payments	Contracts, mortgages, notes – expired	Bank reconciliations	Correspondence – general
Contracts - still valid	Expense analyses, distribution schedules	Insurance policies – expired	Correspondence – customers and vendors
Correspondence on legal and important matters	Inventories: products, materials, supplies	Internal audit reports	Duplicate deposit slips
Deeds, mortgages and bills of sale	Invoices	Conflict of Interest disclosures	
Depreciation schedules	Payroll records and summaries		
Financial Statements – Year End	Personnel files – terminated employees		
Insurance records, claims, policies, etc	Time sheets		
Minutes, bylaws and charter	Withholding tax statements		
Patents and related papers			
Retirement and pension records			
Tax returns and worksheets			
Trademark registrations and copyrights			