

ARTICLE IX

DOCUMENT RETENTION AND DESTRUCTION POLICY

9.01 Policy and purpose

This section represents the policy of Satsang America Inc. with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this Policy).

Purposes of the Policy include:

- Retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements;
- Destruction of documents which no longer need to be retained; and
- Guidance for the Board of Directors, officers, committee members and staff with respect to their responsibilities concerning document retention and destruction.

Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time.

9.02 Administration

- a) Responsibility of the Administrator: The Secretary shall be the administrator in charge of the Administration of this Policy and shall supervise and coordinate its implementation and particularly the Document Retention Schedule included below. The secretary in consultation with the President may modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures.
- b) Responsibility of Board and Committee members/officers: The board members, officers, committee members, and any other staff appointed from time to time shall be familiar with this Policy, shall act in accordance therewith, and shall assist the Secretary, as requested, in implementing it.

9.03 Suspension of Document Destruction; Compliance

The Secretary and The President shall have the power to halt the destruction of documents in circumstances when litigation, an audit or a government investigation has been instituted or is reasonably anticipated.

The halt order issued by either the President or the Secretary shall be a binding to all board members, officers, committee members and other staffs till such time when the halt order is revoked.

9.04 Electronic Documents; Document Integrity

Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to the ease of alteration or deletion, or otherwise, may come into question, the Secretary may establish guidelines for document integrity, handling electronic files, backup procedures, archiving, etc to the extent that they are reasonably attainable considering the resources and other priorities of the organization.

9.05 Privacy

The Secretary in consultation with the President with or without a board resolution shall establish reasonable procedures for compliance with the privacy of the document with respect to general members, donors, employee, etc. but at the same time shall allow access for their audit and review as required.

9.07 Document Retention Schedule

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
Finance and Administration	Financial statements (audited)	7 years
	Auditor management letters	7 years
	Payroll records	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Contracts and agreements	7 years after all obligations end
	Correspondence — general	3 years
Insurance Records	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Claims (after settlement)	7 years

File Category	Item	Retention Period
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Form 990	7 years
	Charitable Organizations Registration Statements	7 years
Human Resources	Employee personnel files	Permanent
	Employment applications	3 years
	Withholding tax statements	7 years
Technology	Software licenses and support agreements	7 years after all obligations end