

**CAPITAL AREA SPORTSMEN'S LEAGUE
DOCUMENT RETENTION AND DESTRUCTION POLICY**

1. GENERAL OBJECTIVES

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 proceeding, this Document Retention and Destruction Policy ("Policy") provides for the systematic review, retention, and destruction of documents received or created by Capital Area Sportsmen's League (the "Corporation") in connection with the transaction of corporation business. This Policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The Policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate the Corporation's operations by promoting efficiency and freeing up valuable storage space.

2. DOCUMENT RETENTION

The Corporation follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

a. *Corporate Records*

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023-EZ)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

b. *Accounting and Corporate Tax Records*

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
IRS Form 990 Series Tax Returns	Permanent
General Ledgers	Permanent
Business Expense Records	7 years
IRS Forms 1099	7 years

	Journal Entries	7 years
	Invoices	7 years
	Petty Cash Vouchers	3 years
	Cash Receipts	3 years
	Credit Card Receipts	3 years
c.	<i>Bank Records</i>	
	Check Registers	7 years
	Bank Deposit Slips	7 years
	Bank Statements and Reconciliation	7 years
	Electronic Fund Transfer Documents	7 years
d.	<i>Payroll and Employment Tax Records</i>	
	Payroll Registers	Permanent
	State Unemployment Tax Records	Permanent
	Earnings Records	7 years
	Garnishment Records	7 years
	Payroll Tax Returns	7 years
	W-2 Statements	7 years
e.	<i>Employee Records</i>	
	Employment and Termination Agreements	Permanent
	Retirement and Pension Plan Documents	Permanent
	Records Relating to Promotion, Demotion, or Discharge	7 years after termination
	Accident Reports and Worker's Compensation Records	5 years
	Salary Schedules	5 years
	Employment Applications	3 years
	I-9 Forms	3 years after termination
	Time Cards	2 years
f.	<i>Donor and Grant Records</i>	
	Donor Records and Acknowledgment Letters	7 years
	Grant Applications and Contracts	7 years after completion
g.	<i>Legal, Insurance, and Safety Records</i>	
	Appraisals	Permanent
	Copyright Registrations	Permanent
	Environmental Studies	Permanent
	Insurance Policies	Permanent
	Real Estate Documents	Permanent
	Stock and Bond Records	Permanent
	Trademark Registrations	Permanent
	Leases	6 years after expiration
	OSHA Documents	5 years
	General Contracts	3 years after termination

3. DOCUMENT DESTRUCTION

The President is responsible for the ongoing process of identifying records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

4. COMPLIANCE

Failure to follow this Policy can result in possible civil and criminal sanctions against the Corporation and possible disciplinary action against responsible individuals. The President and/or Board of Directors will periodically review these procedures with legal counsel or the Corporation's certified public accountant to ensure that they are in compliance with new or revised regulations.