

DOCUMENT RETENTION AND DESTRUCTION POLICY

This policy provides for the systematic review, retention and destruction of documents received or created by Hosanna Industries, Inc. in connection with the transaction of business by the mission. 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. 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 Hosanna Industries' operations by promoting efficiency and freeing up valuable storage space.

The minimal amount of time for document retention for Hosanna Industries is 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. If there are any questions regarding the retention of a particular document, the Financial Steward is available to answer those questions.

Articles of Incorporation	Permanent
Board Meeting Minutes	Permanent
By-Laws	Permanent
501(c) 3 Determination	Permanent
Fixed Asset Records	Permanent
Sales Tax Exemption Letter	Permanent
General Correspondence	3 years
Annual Audits	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099's	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records	5 years
Cash Receipts	5 years
Credit Card Receipts	5 years
Bank Records	Permanent
Check Registers	7 years
Bank Deposit Slips	7 years
Bank Statements and Reconciliations	7 years
Electronic Fund Transfer Documents	7 years
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
Employment and Termination Agreements	Permanent

Retirement Documents	Permanent
Records Regarding Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Comp Records	5 years
Salary Schedules	3 years
Employment Applications	3 years after termination
Client Records	10 years after completion
Donor Records and Acknowledgement Letters	7 years
Grant Applications and Contracts	5 years after completion
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	7 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder.

Hosanna Industries' records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Hosanna Industries operating in an emergency will be duplicated or backed up and securely maintained on or off site.

Hosanna Industries' Office Manager and Financial Steward are responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing the destruction. Destruction of 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.

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Hosanna Industries and its employees and possible disciplinary action against responsible individuals. The Office Manager, Financial Steward and Executive Director will periodically review these procedures with legal counsel or the auditor to ensure that they are in compliance with new or revised regulations.