

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.

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| 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 |

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| 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.