

RECORD RETENTION AND DOCUMENT DESTRUCTION POLICY

MATER ECCLESIAE, INC.

Mater Ecclesiae, Inc. shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities. Where records are retained beyond immediate or current use, they are maintained and stored in whatever reasonable fashion Mater Ecclesiae, Inc. adopts (eg. servers, use of tapes to store data, or disc-to-disc backups).

In line with the spirit of 18 U.S.C. Section 1519 and the Sarbannes Oxley Act, Mater Ecclesiae, Inc. shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States...or in relation to or contemplation of such matter or case." **If an official investigation is underway or even suspected, document purging or destruction pursuant to this policy must cease immediately in order to avoid criminal obstruction.**

In order to eliminate accidental or innocent destruction of records, Mater Ecclesiae, Inc. hereby adopts the following document retention policy:

<u>Type of Record</u>	<u>Retention Period</u>
Finance Records:	
<u>Accounting</u>	
Accounts Receivable and payable ledgers and schedules	7 Years
Annual audited financial statements, audit reports, general ledgers, internal audit reports, trial balance journals	Permanently
Chart of Accounts	Permanently
Expense Records	7 Years
Monthly Financial Statements	3 Years
General Ledger	Permanently
Inventory Records	7 Years
Loan Documents and Notes	Permanently
Purchase Orders	7 Years
Sales Records	7 Years
Depreciation Schedules	Permanently
Invoices (to Customers from Vendors)	7 Years
<u>Corporate Records</u>	

Articles of Incorporation, Bylaws, Corporate Minutes and other corporate records (EIN Assignment, Form 1023, IRS Determination of Exemption, etc.)	Permanently
Annual Corporate Reports/Filings	Permanently
Banking	
Bank Reconciliation	7 Years
Bank Statements, Deposit Records, Electronic Fund Transfer Documents, Cancelled Checks	7 Years
Contracts/Finance	
Contracts, Mortgages, Notes, and Leases (Still in Effect)	Permanently
Loan Documents and Notes	Permanently
Contracts, Mortgages, Notes and Leases (Expired/Paid Off)	7 Years
Correspondence (legal and important matters)	Permanently
General Records:	
Correspondence with Customers/Vendors	2 Years
Tax Donation Receipts Issued	8 Years
Property Records:	
Deeds, title insurance, closing binders	Permanently
Appraisals/Phase I/ALTA Surveys	Permanently
Insurance Records:	
Insurance Policies, Records, Current Accident Reports, Claims (Still in Effect)	Permanently
Insurance Policies, Records, Accident Reports, Claims (Expired/Concluded)	3 Years
Insurance Letters/Correspondence	Permanently
Personnel Records:	
Garnishments	7 Years
Personnel Files	7 Years
W-2 or 1099 Forms	7 Years
Personnel Files (I-9, Visa Forms)	7 Years after date of hire or 1 year after termination.
Personnel Files (Medical Records—CONFIDENTIAL)	7 Years
Personnel Files (Payroll Records and Summaries including records related to Employee Leave)	7 Years
Personnel Files (Terminated/Former employees)	7 Years after Termination
Timesheets	7 Years
Workers Compensation Documentation	10 Years after 1 st Closure
Retirement Plan Records:	
Retirement Plan Records Including Summary Plan Description (ERISA)	Permanently

Tax Records:	
Tax Returns and Worksheets (if filed)	Permanently
Intellectual Property Records:	
Trademark and Intellectual Property Records	Permanently

Failure to comply with this Document Retention Policy may result in punitive action against the party involved including but not limited to termination of employment, reporting to the authorities, etc. by the Mater Ecclesiae, Inc..

Questions about this policy should be referred to Compliance Department who is in charge of administering/auditing and explaining this policy.

This Record Retention and Document Destruction Policy shall be distributed and made available to all employees, staff, volunteers, management, or anyone with access to the records listed above to ensure compliance with it.

This policy may be amended from time to time by the board of directors of Mater Ecclesiae, Inc. with notice to management and staff.