

WOMEN IN ANIMATION, INC.

Document Retention Policy

Article I

Purpose

The purpose of this Document Retention Policy (this “Policy”) is to ensure that necessary records of Women in Animation, Inc. (the “Organization”) are adequately protected and maintained. This Policy is also for the purpose of aiding the officers, directors, members of committees, employees and volunteers of the Organization (each an “Employee”, together, “Employees”) in understanding their obligations to retain the Organization’s records in the event of actual or threatened litigation, governmental investigations or subpoenas.

Article II

Definitions

1. Records

All forms of communications or information relating to the Organization regardless of location, including written, printed, recorded and electronic materials.

2. Temporary Records

All business documents that have not been completed, including but not limited to, written memoranda and dictation to be typed in the future, reminders, to-do lists, reports, case studies, calculation logs, interoffice correspondence and running logs.

3. Final Records

All business documents that are not superseded by modification or addition, including, but not limited to, all accounting records, documents given (or sent via electronic form) to any third party not employed by the Organization or government agency, final memoranda and reports, correspondence and minutes.

4. Accounting Records

Financial statements, depreciation schedules, ledgers, audit records, tax returns, invoices and expense records, gross receipts and purchase orders.

5. Workplace Records

Articles of Incorporation, by-laws, meeting minutes, the Organization’s application for approval for federal tax exemption (Form 1023), board policies and resolutions, deeds and titles, leases, policy statements, contracts and agreements, patents, copyright and trademark records and documents evidencing compliance with any state or federal regulation (including annual publication requirements, attorney general filings and tax related requirements).

6. **Payroll Records**

State unemployment tax records, earnings records, garnishment records, payroll tax returns, payroll registers, time cards, W-2 forms and W-4 forms.

7. **Bank Records**

Bank deposits, check copies, stop payment orders, bank statements, check signature authorizations and bank reconciliations.

8. **Legal Records**

Claims, court documents and records, deposition records, litigation files and records relevant to pending or threatened litigation.

9. **Employee Records**

Employment and termination agreements, retirement and pension plan documents, records relating to promotion, demotion or discharge, accident reports and worker's compensation records, salary schedules and employment applications.

10. **Donor Records**

All documents created or received in connection with a donation that is made to the Organization, grant applications and contracts.

11. **Tangible Records**

Records that may be physically moved and stored, such as paper records (including printed versions of electronically saved documents), photographs and audio recordings.

12. **Electronic Records**

E-mails, electronic calendars, diaries and similar records.

13. **Voice Mail**

An interactive computerized system for answering and routing telephone calls, for recording, saving and relaying messages.

14. **PDF Files**

Records in a file format that have captured all the elements of a printed document as an electronic image that one can view, navigate, print or forward to someone else.

Article III
Administration

A Policy Administrator (the “Administrator”) shall be appointed by the Organization’s Board of Directors. The Administrator is in charge of the administration of the Policy and is responsible for the following functions:

- a. Ensuring that employees are properly educated, understand and follow the Policy;
- b. Providing oversight on actual retention and destruction of Records;
- c. Periodically following-up with counsel to ensure proper retention periods are in place;
- d. Ensuring the proper storage of Records; and
- e. Suspending the destruction of Records in the event of any actual or threatened litigation, governmental investigation or subpoena.

In addition, the Administrator shall annually review the Policy and raise any issues or modifications that need to be made to the Policy with the Organization’s Board of Directors. If an Employee is unsure as to whether any Record may be disposed of, the Employee should check with the Administrator.

Article IV
Document Retention

Appendix A attached hereto lists Records that have specific retention periods (the “Schedule”). All records not specifically identified in the Schedule shall be retained as follows:

1. Temporary Records

Temporary Records can be destroyed, or permanently deleted if in electronic form, when the file closes. Upon the closing of the file, the Temporary Records should be gathered and reviewed. Before the destruction or deletion of Temporary Records, the Employee should make sure that he or she has duplicates of all of the Final Records pertaining to the file. Upon destruction or deletion, the Final Records relating to such Temporary Records should be marked “FINAL” and stored appropriately.

2. Final Records

All Final Records are to be retained for a minimum of seven (7) years after the close of the file.

3. Accounting Records

All Accounting Records are to be retained in perpetuity.

4. **Workplace Records**

All Workplace Records are to be retained in perpetuity.

5. **Payroll Records**

All Payroll Records are to be retained for a minimum of seven (7) years.

6. **Bank Records**

All Bank Records are to be retained for a minimum of seven (7) years.

7. **Legal Records**

All Legal Records are to be retained for a minimum of two (2) years after the termination of the litigation or threatened litigation to which such records relate.

8. **Employee Records**

All Employee Records should be retained for a minimum of five (5) years.

9. **Donor Records**

All Donor Records should be retained for a minimum of seven (7) years.

10. **Electronic Records**

The length of time that Electronic Records must be retained is based upon the content of the Electronic Record. Electronic Records should be either printed and stored as Tangible Records or downloaded to a computer file and kept electronically or on a disk. Any transfer of electronic files to computer notebooks, disks, CD-ROMs, PDAs or other portable media for the purpose of conducting authorized business while away from the office, are also covered by this Policy. Therefore, all Electronic Records that are created, edited, altered, deleted, examined, downloaded, copied or otherwise accessed from equipment not owned by the Organization are covered by this Policy and must be treated like any Tangible Record.

11. **Voice Mail**

Voice Mail should be treated in the same fashion as Electronic Records. The length of time that Voice Mail messages must be retained is based upon the content of the Voice Mail message. Important Voice Mail messages should be transcribed and stored as Tangible Records or the email to which they are attached should be downloaded to a computer file and kept electronically or on a disk.

12. **PDF Files**

The length of time that a PDF File must be retained is based upon the content of the file. Once the content of the file has been determined, retention should be in accordance with this Policy.

Article V **Storage**

1. **Tangible Records**

Tangible Records and Records that need to be easily accessed may be stored in the Organization's office space or equipment.

2. **Final Records**

After the close of a file, Final Records may be transferred to a specified storage area, which may be off-site.

3. **Permanent Records and Workplace Records**

Permanent Records and Workplace Records must be maintained and stored in a secure location.

Article VI **Destruction or Deletion**

1. **Tangible Records**

Tangible Records should be destroyed by shredding or some other means that will render them unreadable.

2. **Electronic Records**

Electronic records that are deleted will remain on the Organization's system. Thus, the Organization's information technology department will be responsible for permanently removing deleted electronic records.

Article VII **Cessation of Record Destruction or Deletion**

If (1) a lawsuit is filed or imminent, (2) a legal document request has been made upon the Organization or (3) the Organization receives notice of a governmental investigation, all destruction of Records must cease immediately and the Schedule is suspended until such time as the Administrator determines. Employees are obligated to inform their supervisors or other senior officers as soon as they become aware of any circumstances that would or might require such suspension of Record destruction. Failure to comply could result in disciplinary action and the Employee and/or the Organization may be subject to fines and penalties, among other sanctions.

Article VIII
Written Affirmation of Policy

Each Employee shall annually sign a statement that affirms, in writing, that such person:

- a. Has received a copy of the Document Retention Policy;
- b. Has read and understands the Policy; and
- c. Has agreed to comply with the Policy.

APPENDIX A – DOCUMENT RETENTION SCHEDULE

TYPE OF RECORD	SPECIFIC RECORD	SUGGESTED RETENTION PERIOD
Workplace 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
	By-laws	Permanent
	Fixed Asset Records	Permanent
	IRS Application for Tax-Exempt Status (Form 1023)	Permanent
	IRS Determination Letter	Permanent
	State Tax Exemption Letter	Permanent
	Contracts and Agreements (after expiration)	7 years
	Correspondence (general)	3 years
	Appraisals	Permanent
	Copyright Registrations	Permanent
	Environmental Studies	Permanent
	Insurance Policies	3 years after expiration
	Real Estate Documents	Permanent
	Stock and Bond Records	Permanent
	Trademark Registrations	Permanent
	Leases	6 years after expiration
Accounting Records		
	Annual Audits and Financial Statements	Permanent
	Depreciation Schedules	Permanent
	General Ledgers	Permanent
	IRS 990 Tax Returns and State Returns with attachments	Permanent
	Business Expense Records	7 years
	IRS 1099s	7 years
	Journal Entries	7 years
	Invoices	7 years
	Sales Records	5 years
	Petty Cash Vouchers	3 years
	Cash Receipts	3 years
	Credit Card Receipts	3 years
Bank Records		
	Check Registers	Permanent
	Bank Deposit Slips and Check Copies	7 years
	Bank Statements and Reconciliation	7 years
	Electronic Fund Transfer Documents	7 years
	Check Signature Authorization	Permanent

Payroll Records		
	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
	W-4 Statements	7 years
	Timecards	7 years
Employee Records		
	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
Donor Records		
	All Documents in Connection With A Donation	7 years
	Acknowledgement Letters	7 years
	Grant Applications and Contracts	5 years after completion
Legal Records		
	Claims	2 years after termination
	Court Documents and Records	2 years after termination
	Deposition Records	2 years after termination
	Litigation Files	2 years after termination
	Records Relevant to Pending or Threatened Litigation	2 years after the litigation or threat of litigation is resolved

WOMEN IN ANIMATION, INC.

AFFIRMATION OF THE DOCUMENT RETENTION POLICY

The undersigned, a director, officer, member of a committee, employee and/or volunteer of Women in Animation, Inc. hereby affirms that the undersigned:

- a. Has received a copy of the Document Retention Policy (the “Policy”) attached hereto;
- b. Has read and understands the Policy; and
- c. Has agreed to comply with the Policy.

IN WITNESS WHEREOF, the undersigned has executed this affirmation as of the _____ day of _____, _____.

Name: