

Lymphoma Foundation of America Policies

Documents Policy

Lymphoma Foundation of America has a formal policy for safeguarding documents, because it is a crime for any corporation in the United States to alter, cover up, falsify or destroy documents with the intent of impeding or obstructing any official proceedings.

LFA's documents policy includes the review, retention, and destruction of documents received or created by LFA in connection with its operations. Our policy is designed to ensure compliance with all federal and state laws, and to eliminate the accidental or innocent destruction of records.

Document Retention and Destruction Policy

Purpose

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 policy provides the Lymphoma Foundation of America with a system of rules for the review, retention and destruction of documents received or created by Lymphoma Foundation of America in connection with the transactions of our charity. LFA's policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records shall be destroyed. LFA's policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate our Foundation's operations while acknowledging at the same time that these policies may be costly and/or burdensome for a small organization.

Document Retention

Lymphoma Foundation of America follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed below, will be retained for the appropriate length of time.

Organization and Corporate Records

Annual reports to secretary of state/attorney general, if any: permanent

Articles of Incorporation: permanent

By-laws: permanent

Construction Documents: permanent

Fixed Asset Records: permanent

IRS Determination Letter: permanent

State Sales Tax Exemption Letter, if any: permanent

Contracts: 7 years

Board meeting minutes and resolutions: permanent

Correspondence (official): 3 years

Corporate Tax Records: permanent

Annual audits and financial statements: permanent

Depreciation schedules (if any): permanent

General ledgers: 7 years

IRS 990 Tax Returns: 7 years

Business expense records: 7 years

IRS 1099s: 7 years

Journal entries: 7 years

Invoices: 7 years

Sales of items records (if any): 3 years

Petty cash vouchers (if any): 3 years

Cash receipts (if any): 3 years

Credit card receipts: 3 years

Bank records (statements, reconciliations, deposit slips, electronic transfers, check registers): 7 years

Employee payroll and employment tax records: permanent

State unemployment tax records: permanent

Earnings records (time sheets or time cards): 3 years

Garnishment records (if any): 7 years

Payroll tax returns, W-2 Statements: 7 years

Employee Records

Employment and termination agreements: permanent

Retirement and pension plan documents: permanent

Promotion, demotion or discharge records: 7 years

Accident reports and worker's compensation records: 5 years

Employment applications or resumes: 3 years

I-9 Forms: 3 years

Grant applications and contracts: 5 years

Legal, insurance, liability policies, and safety records: 7 years

Appraisals (if any): 7 years

Copyright registrations: permanent

Environmental Studies (if any): permanent

Real estate documents (if any): permanent

Stock and bond records (if any): permanent

Trademark registrations: permanent

Leases: 6 years after expiration

OSHA documents (if any): 5 years

General contracts (if any): 3 years after completion

Electronic Documents and Records

Lymphoma Foundation of America's electronic documents will be retained the as paper documents. Any electronic files, including records of donations made online, that fall into one of the document types on the above list will be maintained for the appropriate amount of time. If a user has a reason to

keep an email message, the message can be printed and kept in the appropriate file or kept on the computer. Backup and recovery methods will be tested as needed.

Emergency Planning

Lymphoma Foundation of America records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Lymphoma Foundation of America operating in an emergency will be duplicated or backed up periodically and maintained off site.

Document Destruction

Lymphoma Foundation of America's treasurer is responsible for the ongoing process of identifying its 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 if a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of a legal investigation, if any.

Compliance

Failure on the part of employees to follow this policy may result in the possibility of sanctions against the organization or possible disciplinary action against responsible individuals. The chief financial officer will periodically review these procedures with legal counsel or certified public accountant to ensure that they are in compliance with the regulations.