



CONGRESSIONAL MEDAL *of* HONOR FOUNDATION

1501 Lee Highway, Suite 300 • Arlington, VA 22209 • 703.469.1861 • www.cmohfoundation.org

Medal of Honor Recipient Directors

Donald E. Ballard H.C. "Barney" Barnum Patrick H. Brady Paul W. Bucha Bruce P. Crandall Drew D. Dix
Harold A. Fritz Joe M. Jackson Jack H. Jacobs Thomas G. Kelley Brian M. Thacker Leo K. Thorsness

August 31, 2015

Medal of Honor Foundation, Inc. Records Retention and Destruction Policy

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records which are no longer needed by the Foundation or are of no value are discarded at the proper time. This Policy is also for the purpose of helping you to understand your obligations in retaining electronic documents including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

This Policy represents the Foundation's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

A Record Retention Schedule follows that is approved as the initial maintenance, retention and disposal schedule for physical records of the Foundation and the retention and disposal of electronic documents.

Suspension of Record Disposal In Event of Litigation or Claims: In the event the Foundation is served with any subpoena or request for documents or you become aware of a governmental investigation or audit concerning the Foundation or the commencement or threat of any litigation against or concerning the Foundation, you shall inform the Chief Executive Officer and any further disposal of documents and data shall be suspended until such time as the Chief Executive Officer, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

Applicability: This Policy applies to all records generated in the course of the Foundation's operation, including both original documents and reproductions, and electronic documents previously described (above).

Destruction: When disposing of paper records containing personal information, a paper shredding disposal container will be used as provided by a shredding service. Hardware to include printers is to be destroyed as necessary by vendors to be contracted for that purpose.

If you have questions or concerns about destroying electronic or paper documents that contain personal information please contact the Chief Executive Officer.

Jack H. Jacobs
Co-Chairman
Louis R. Chênevert
Co-Chairman
Former Chairman & CEO
United Technologies Corporation
Richard A. Grasso
Vice Chairman
Former Chairman
New York Stock Exchange
W. Thomas Matthews
Treasurer
Former CEO
Citi Smith Barney
Bruce Brereton
Secretary
Former Managing Director
Smith Barney
Ronald T. Rand
President & CEO
Kevin N. Ainsworth
General Counsel
Partner
Mintz, Levin, Cohn, Ferris, Glovsky
and Popeo, PC
Harold A. Fritz
President
Medal of Honor Society
Bruce N. Whitman
Immediate Past Co-Chairman
Chairman, President & CEO
FlightSafety International

James F. Albaugh
Senior Advisor
The Blackstone Group
Wesley G. Bush
Chairman, CEO & President
Northrop Grumman Corporation
John L. Glotzbach
Managing Director
Morgan Stanley
Alex Gorsky
Chairman & CEO
Johnson & Johnson
Marilyn A. Hewson
Chairman, President & CEO
Lockheed Martin Corporation
David L. Joyce
President & CEO
General Electric Aviation
Thomas A. Kennedy
Chairman & CEO
Raytheon Company
Kenneth G. Langone
President & COO
Invemed Associates
Bruce R. McCaw
Co-Chairman, Apex Foundation
Co-Chairman, Talaris Foundation
David J. McIntyre, Jr.
President & CEO
TriWest Healthcare Alliance
Dennis A. Muilenburg
Vice Chairman, President & COO
The Boeing Company
Duncan L. Niederauer
Former CEO & Director
NYSE Euronext
Phebe N. Novakovic
Chairman & CEO
General Dynamics Corporation
Alexander W. Rangos
Chairman & CEO
CarSpa
Lenny Sands
Chairman, Capital Brands, LLC
Jay E. Town
Assistant District Attorney
Madison County, Alabama

Record Retention Schedule:

Corporate Governance	Articles of Incorporation	Permanent
	Certificate of Incorporation, Qualification To Do Business in a State, and Corporate Records to State	Permanent
	Bylaws and Amendments	Permanent
	Minutes	Permanent
	Annual Corporate Reports	Permanent
	CPA Audit Reports and Financial Statement	Permanent
	Strategic Plans	Two years after plan has been superseded; retain if of historical value
Legal Records	Deed, Mortgages, Leases and other Property Records	Permanent
	Other Loan or Financing Documents	After 10 years following termination or repayment of debt, review whether to destroy or retain further
	Insurance Policies, Certificates, Letters and Related Correspondence	Permanent
	Copyrights, Licenses, Releases and Trademark Records	Permanent
	Legal Correspondence	Permanent
	Contracts	Duration of Contract plus six years
	Litigation Records	One year following final appeal or disposition of case
	Property Inspection Records	Three years
Tax	IRS, State and Local Tax Filings and Reports and Related Correspondence	Permanent
	IRS Tax Exemption Records	Permanent
	Amortization Records	Permanent
	Worksheets and Related Documentation	Seven years
	Pension Plan Reports filed with IRS and Dept of Labor	Permanent
	Payroll Tax Records	Permanent

Financial	Bank Statements and Reconciliation	Seven years
	Cancelled Checks for Major Items (taxes, asset purchases, real estate improvements)	Permanent
	Cancelled Checks (for standard transactions and general)	Seven years
	General Ledgers	Seven years
	Accounts Payables and Receivables	Seven years
	Grant Applications and Related Documentation	If awarded, duration of grant performance plus seven years; otherwise seven years
	Budgets	Seven years
Employment Records	Policies and Procedures	- Previous version for three years
	Personnel Manual	Previous version for three years
	Wages and Tax Withholding	Three years after record is made
	Employee Records (name, address, SS number, period of employment, performance evaluations, termination records, etc.)	Three years after record is made
	Supporting Income and Reimbursed Expense Information	Three years
	Family Medical Leave Records	Three years from end of leave
	W-2 and 1099 Forms	Four years
	I-9 (immigration form)	Later of three years after employment begins or One year following termination
	Job Advertisements and Correspondence with Employment Agencies	One year after record is made
	Resumes	If hired, include with employee records, otherwise one year
	Personality Assessment	One year from personnel action to which test relates
	Copyright Records and Releases	Under Legal Documents

Correspondence and Other Records	General correspondence and internal memoranda	General correspondence should be retained for the same period as the document they pertain to or support. If they do not pertain to any specific document, sooner.
	Routine emails	Unless tied to a specific document or project, sixty days
	Routine letters and notes that require no acknowledgment or follow-up (including emails)	Two years
	Staff meeting notes	One year
	Chronological correspondence files	Four years
	Project Files	Review at close of project for usefulness, if not useful, destroy
	Scholarship Documents and Applications	Four years unless the document is a first time application that is denied a scholarship, then 45 days.