

WorldCause Foundation Document Retention and Destruction Policy

I. Purpose

- A. WorldCause Foundation acknowledges the importance of maintaining proper records including but not limited to:
 - 1. Maintaining documents concerning legalities, and structure of WorldCause Foundation.
 - 2. Identifying all grants and donations and maintaining proper documentation.
 - 3. Maintaining federal and state tax filing records along with any and all supporting information.
 - 4. All documentation concerning membership, votes conducted among all members as well as all activities related to members in the governance of WorldCause Foundation.
 - 5. Maintaining all employment and personnel records.
 - 6. All administrative & board policies of WorldCause Foundation
 - 7. Maintaining proper and complete records of all documents creating legal obligations or potential legal liabilities including all contracts. These include but are not limited to personal service contracts, leases, insurance contract agreements, along with all vendor contracts. Furthermore all notices of any legal processes involving WorldCause Foundation and any government investigations.
 - 8. Allowing WorldCause Foundation to show effective pursuit of its mission , including evaluation of current and past initiatives as well as determining whether the foundation is achieving its desired results.
 - 9. Maintaining proper documentation of all budgets, financial statements , and information to monitor budgetary and financial results and to identify sources of receipts.
- B. WorldCause Foundation's goal is to properly maintain all documentation for a time period defined at a Minimum by law, for as long as said documents may be relevant to WorldCause Foundations legal obligations, business needs , or any investigation or litigation.

II. Methods of Retention

- A. WorldCause Foundation may maintain records in any of the following ways, including paper form, electronically, or in any other manner that proves to be reliable.
- B. All records shall be stored in a secure location, which includes offices of WorldCause Foundation, secured storage facility or any other location deemed fit to hold such documentation records.
- C. In furtherance of its guidelines on maintaining proper record keeping, WorldCause Foundation shall maintain record of the location in which all documentation is stored, allowing all employees of the foundation to retrieve any documentation within a reasonable time period.

III. Document Destruction

- D. Any documents that may not pertain to this agreement shall be destroyed when they no longer prove useful to WorldCause Foundation. Furthermore all files of WorldCause Foundation shall be periodically reviewed in order to determine any significance they may or may not hold.
- E. Any documents, including but not limited to; agreements, financial statements, tax filings, vendor agreements etc. shall be kept and maintained for the stated period of time, with the option to maintain for a longer period of time.
- F. All documents must maintain original structure and may not be altered in any manner if WorldCause Foundation has been informed that said documents may be relevant to an investigation by any government entity, or to potential litigation.

IV. Executive Director’s Authority

- G. The Executive Director is authorized to take steps to implement this policy and its guidelines. Furthermore the Executive Director shall report any issues, concerns related to adequate implementation of this policy to the Board of Directors.
- H. The Executive Director shall notify the Board of any changes, or additional retention requirements concerning documentation, Mandated by law that should be added to this policy, including implementation of such requirements.
- I. Additional documentation retention requirements may also be created by the Executive Director without authorization of the board, contingent upon such requirements not becoming more restrictive than the policy.

V. Documents that must be maintained and retention periods.

Legal Structure of WorldCause Foundation

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| 1. IRS Form 1023 and it’s amendments : | Permanently |
| 2. Articles of Incorporation and all amendments : | Permanently |
| 3. Letter from IRS recognizing tax-exempt status: | Permanently |
| 4. All by-laws & amendments: | Permanently |
| 5. Annual Secretary of State Filings: | Permanently |

Financial Information: bank statements, tax returns, and budgets

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| 1. Documents that establish WorldCause Foundations sources of receipts for tax and other purposes : | 15 Years |
| 2. Both Federal and state annual tax returns and any amendments: | Permanently |
| 3. Financial reviews by all outside CPA’s or audited financial statements of WorldCause Foundation: | Permanently |
| 4. Business records that support federal and state annual returns & registration: | Permanently |

Board activities, meetings and decisions, Board Committee membership

Board Resolutions, including banking resolutions Permanently

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| 1. All Minutes of the Board along with committee meetings | Permanently |
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| 2. A detailed list of all board members, their contact information and terms: | Permanently |
| 3. Periodic reviews of the Boards effectiveness conducted by the Board itself, the committee , or management: | 10 Years |
| 4. All financial statements approved by the Board along with proposed budgets for WorldCause Foundation Including but not limited to gifts in kind procurements, new initiatives, and donations | Permanently |
| 5. Detailed Conflict of Interest disclosures : | Permanently |

Grants and Donations

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| 1. Records shall be kept of all donations, including names as well as contact information for donor, any limitations on use and disbursement document including contact information of the grantor: | Permanently |
| 2. All Grants shall be documented and records concerning these grants shall be kept as required, including names contact information of the grantor and any limitation on use and disbursements. | Permanently |

Documents demonstrating effective pursuit of WorldCause Foundations mission statement, along with determining whether the foundation is achieving desired results in said mission statement.

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| 1. WorldCause Foundations program files, and other initiatives: | 15 years for all projects that involve more than \$15,000 during that fiscal year. |
| 2. Documents involving planning on a strategic level that have been approved by the Board | 15 years after end of effective period. |
| 3. Board or committee reviews and evaluations of WorldCause Foundations projects and initiatives. | Permanently |

Employment Records

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| 1. All employment records: | 15 years after termination |
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| <ol style="list-style-type: none"> 2. All documents and or contracts that may create a legal obligation or potential legal liabilities including personal service contacts, vendor contracts leases, insurance contracts as well as legal notices concerning WorldCause Foundation, and any government investigations. | Permanently |
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Non-Voting Affiliates and Membership Activities
related to members of governance of
WorldCause Foundation

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| <ol style="list-style-type: none"> 1. All notifications, records of attendance, minutes and activities of membership meetings shall be kept accurate | Permanently |
| <ol style="list-style-type: none"> 2. Detailed lists of all nonprofit members, their dates of membership as well as contact information and basic member profile. | Permanently |
| <ol style="list-style-type: none"> 3. Records shall be kept on any notices sent to members concerning meetings/governance functions. | Permanently |
| <ol style="list-style-type: none"> 4. Records concerning any membership fees paid by nonprofit members with WorldCause Foundation | 15 Years |
| <ol style="list-style-type: none"> 5. Proper documentation of all board policies, including amendments, revisions as well as detailed effective dates for said policies & amendments. | Permanently |

These methods of retention guidelines were adopted by the WorldCause Foundation Board of Directors January 10th, 2011.