

**THE KANSAS ACADEMY OF SCIENCE INC.
DOCUMENT RETENTION AND DESTRUCTION POLICY**

1. **Purpose.** The purpose of this Document Retention and Destruction Policy is to set standards and procedures for retaining and destroying documents that relate to **The Kansas Academy of Science Inc. ("KAS")** and its business affairs.
2. **Scope.** This policy applies to all documents, both electronic and paper, that affect the business purposes of the **KAS** and governs the actions of all the **KAS** employees, volunteers, officers and directors of the organization.
3. **Compliance.** The Treasurer or an appointed representative will be responsible for compliance with the retention schedule and destruction policies. An annual review will be performed to determine if documents are no longer required for retention, with further reviews performed at the discretion of the Treasurer.
4. **Confidentiality – Employee Records.** All employee records will be held confidentially by the Treasurer or appointed representative. No other individuals will be permitted access to the records without the consent of the employee except in the case of personnel actions. In this instance, members of the **KAS's** Board of Directors will be allowed access.

Employees shall be allowed access to their own personnel file upon request. Employees may view their file only in the presence of an appointed representative. Reasonable requests for copies will be granted at an employee's request.

5. KAS's DOCUMENT RETENTION SCHEDULE AND STORAGE

The retention schedule is applicable to both electronic and paper documents.

5.1 Employee Information. All recruitment information, notes and documents relating to the hiring process shall be retained for a period of two (2) years.

After an employee has left the **KAS**, whether by termination or voluntary action, all employee information other than recruitment information shall be retained for a period of five (5) years.

5.2 General Financial Documents. All financial and accounting records shall be retained for a period of not less than seven (7) years. These include, but are not limited to, bank statements, loan statements, bills, accounting records, and annual tax filings.

5.3 Corporate Documents. All corporate documents shall be retained on a permanent basis. Those documents include, but are not limited to, Articles of Incorporation, Bylaws, the I.R.S. Form 1023 application with attachments, company policies, Board minutes, legal records, contracts, and intellectual property.

5.4 Miscellaneous Business Documents. In the event of a decision of the Board of Directors that a document is no longer furthering the business needs of the **KAS**, there shall be a retention period of three (3) years. Those documents include, but are not limited to, expired contracts and unpursued business ventures.

5.5 Offsite Storage. To maximize office space within the **KAS**, storage of paper documents at a third-party vendor storage facility may be necessary. For the business purposes of the **KAS**, the Treasurer shall supervise all offsite storage that is deemed necessary. Each offsite shipment shall be inventoried in detail, with corresponding retention periods, to facilitate future recall of documents for reference, litigation, or destruction purposes.

6. **KAS's DOCUMENT DESTRUCTION**

Document destruction shall commence in the following manner for any documents not retained:

6.1 Paper documents. Destruction of paper documents shall occur by means of paper shredding, whether through internal means of the **KAS** or by contract with a third-party vendor that provides paper shredding services.

6.2 Electronic documents. Destruction of electronic documents shall occur by means of deletion from the **KAS** computer network and removal from all computer network systems. Electronic destruction shall be performed by the **KAS** information technology personnel under the supervision of the Treasurer.

6.3 Pending Litigation or Other Legal Matter. It is very important that those responsible for document retention and destruction be notified immediately of any *pending* or *potential* litigation or other legal matter which may arise. Legal matters include, but are not limited to, inquiries from any State or Federal agency regarding the **KAS's** activities or business. All document destruction shall immediately cease and all applicable documents or the **KAS's** policies must be identified and protected until all threat of litigation or legal matter has reached completion. No additions, deletions, or changes of any sort may be made in the documents. All related documents must be accurately preserved to maintain their availability for depositions, court hearings, or other proceedings.

SECRETARY'S CERTIFICATION

I, the undersigned, certify:

That I am the duly-elected Secretary of **The Kansas Academy of Science Inc.** and that this policy constitutes the Document Retention and Destruction Policy of **The Kansas Academy of Science Inc.** as duly adopted by the Board of Directors on the 21st day of February, 2015.

ACKNOWLEDGEMENT:

I, the undersigned, hereby acknowledge that I have read and understand the preceding Document Retention and Destruction Policy of **The Kansas Academy of Science Inc.**

NAME: Sam H. Leung DATE: 5/26/15