

RECORD RETENTION POLICY

U.S. SPORTSMEN'S ALLIANCE FOUNDATION

I. Purpose

A. The purpose of this Policy is to enable the organization, U.S. Sportsmen's Alliance Foundation, to identify, retain, store, and dispose of the organization's records in an appropriate, legally sound, and orderly manner.

B. The organization shall maintain complete and accurate records in a secure storage facility for the time periods set forth in this Policy. Following the expiration of the applicable time period, the records are to be destroyed by shredding, permanent deletion from electronic formats (e.g. by magnetically erasing hard drives or CD-ROMs), or otherwise as directed by the officer of the organization in charge of implementing, interpreting, and overseeing compliance with this policy.

C. Paper documents may be disposed of in two (2) ways: shredded or discarded in regular trash. All documents which contain sensitive information including, but not limited to, social security numbers, employee personal information, donor financial information or addresses, and similar information should be placed in secure "shred-it" boxes for disposal by shredding. General correspondence, memos, and printed public documents may be disposed of through regular trash disposal.

D. Electronic disposal of files and e-mails shall occur concurrently with disposal of "hard copies." When e-mails are placed in the "trash folder," such e-mails also shall be deleted. Emptying the "recycle bin" also shall be required to ensure complete disposal of e-files and e-documents.

E. When completing periodic disposals, a log should be kept of items disposed. Entries in the log are not required for individual disposals, e.g., when a document is printed and it does not print properly. However, even in the case of misprints, proper disposal techniques shall be used if the document contains sensitive information.

F. When a disposal log is completely filled, the log should be returned to the appropriate officer and a new disposal log shall be started.

G. If the organization is subject to any government investigation or proceeding of any sort or is involved in litigation or arbitration or either knows of the likelihood of such investigation, etc. or has reason to believe in the likelihood of such investigation, etc., this Policy automatically is suspended and all disposal of documents immediately must cease. The foregoing shall be broadly construed in favor of suspending this Policy and ceasing disposal of documents. The organization takes the position that any doubt must be resolved in favor of suspending this Policy and ceasing disposal of documents. The organization immediately shall consult with its legal counsel. The resumption of this Policy in whole or part will not occur unless authorized and directed by the organization's legal counsel.

II. Record Retention Guidelines

A. General Corporate Records

1. Articles of Incorporation, Bylaws and Amendments thereto: *Permanent Archive*
2. Minutes of Meetings of Board and Committees thereof: *Permanent Archive*
3. Copyright and Trademark Registrations: *Permanent Archive*
4. Real Estate Title Documents: *Permanent Archive*
5. Contracts and Leases (not otherwise specified herein): *7 years following termination*

B. Accounting, Finance and Tax Records

1. State and Federal Tax Returns (e.g., IRS Forms 990), Filings, and communications with Tax and Governmental Agencies: *7 years*
2. Audited Financial Statements and Auditor's Reports: *Permanent Archive*
3. Cash Journals and Charts of Accounts: *7 years*
4. Schedules, Ledgers and Other Supporting Documentation for Financial Statements and Tax Returns and Filings: *7 years*
5. Bank Reconciliations: *3 years*
6. Canceled Checks, Check Register, Bank and Checking Account Monthly Statements (with exception noted below): *4 years*
7. Other Banking Records, Including Deposit Slips and Withdrawal Records, and Statements: *4 years*
8. Social Security Tax Records: *7 years*
9. Accounts Payable and Receivable: *4 years*
10. End-of-Year Financial Statements: *Permanent Archive*
11. Budgets and Documents Used to Prepare Budgets: *3 years*
12. Expense Accounts, Approvals, Petty Cash Records: *4 years*

13. Warranty Claims/Claims of Damage: *7 years*

C. Insurance

1. Insurance Records: *Permanent Archive*
2. Accident Reports: *7 years*
3. Appraisals: *7 years*
4. Worker Compensation Claims: *7 years*
5. Unemployment Insurance: *7 years*

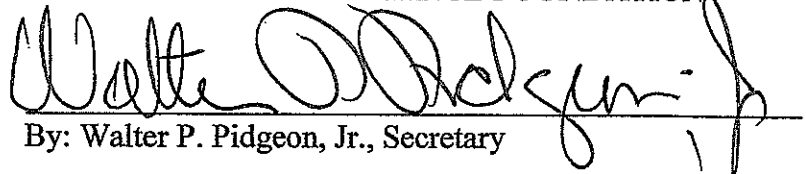
D. Correspondence

1. Correspondence is to be kept for the retention period of the document which it supports. For example, a letter that constitutes all or part of a contract or that is important in the clarification of certain points in a contract: *6 years after termination of the contract*
2. Letters denying liability of the organization and other letters which the organization might need to produce in court to disprove liability or to enforce rights of the organization: *7 years*

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Reaffirmed by the Board of Trustees by resolution dated December 10th, 2010.

U.S. SPORTSMEN'S ALLIANCE FOUNDATION


By: Walter P. Pidgeon, Jr., Secretary