

**DOCUMENT MANAGEMENT POLICY
JOHN MILTON MANOR CORPORATION**

This document management policy is designed to conform to the charitable laws of California which gives the Attorney General an unusually long statute of limitations (10 years) within which to bring an action for breach of charitable trust.

DOCUMENT	RETENTION PERIOD	LOCATION/STORAGE
Accounts payable ledgers and schedules	10 years	Arcadia, CA - Quickbooks
Accounts receivable ledgers and schedules	10 years	Arcadia, CA - Quickbooks
Audit reports of accountants	Permanently	
Bank statements	10 years	Arcadia, CA
Capital stock and bond records: ledgers, transfer payments, stubs showing issues, record of interest coupon, options, etc.	Permanently	
Cash books	10 years	Arcadia, CA - Quickbooks
Checks (canceled, with exception below)	10 years	Arcadia, CA - Quickbooks
Checks (canceled, for important payments; i.e., taxes, purchase of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction])	Permanently	Arcadia, CA
Contracts and leases (expired)	10 years	Arcadia, CA
Contracts and leases still in effect	Permanently	Arcadia, CA
Correspondence, general	4 years	Arcadia, CA
Correspondence (legal and important matters)	Permanently	Arcadia, CA
Depreciation schedules	10 years	Arcadia, CA - Quickbooks
Duplicate deposit slips	10 years	Arcadia, CA - Quickbooks
Employee personnel records (after termination)	7 years	
Employment applications	3 years	
Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses)	10 years	Arcadia, CA - Quickbooks
Financial statements (end-of-year)	Permanently	Arcadia, CA - Quickbooks
General ledgers and end-of-year statements	Permanently	Arcadia, CA - Quickbooks
Insurance policies (expired)	Permanently	Arcadia, CA
Insurance records, current accident reports, claims, policies, etc.	Permanently	Arcadia, CA
Internal reports, miscellaneous	3 years	

DOCUMENT	RETENTION PERIOD	LOCATION/STORAGE
Inventories of products, materials, supplies	10 years	
Invoices to customers	10 years	
Invoices from vendors	10 years	Arcadia, CA
Journals	10 years	
Minute books of Board of Directors, including Bylaws and Articles of Incorporation	Permanently	Arcadia, CA
Payroll records and summaries, including payments to pensioners	10 years	
Purchase orders	3 years	Arcadia, CA
Sales records	10 years	
Scrap and salvage records	10 years	
Subsidiary ledgers	10 years	
Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of tax liability	Permanently	Arcadia, CA
Time sheets and cards	10 years	
Voucher register and schedules	10 years	

Warning: All permitted document destruction shall be halted if JOHN MILTON MANOR CORPORATION is being investigated by a governmental law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel or the Board President.