



Information Retention Policy

This policy applies to all companies within the Relyon Group.

This document retention and destruction policy provides for the systematic review, retention and destruction of documents received or created by Relyon Services Group ("RSG"). It covers all records and documents (hardcopy, online or other media), and contains guidelines on how long certain documents should be kept. The policy also ensures documents are promptly provided to authorities in the course of legal investigations or lawsuits.

Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Corporate Records

Articles of Incorporation	Permanent
By Laws	Permanent
Board Policies	Permanent
Resolutions	Permanent
Board Meeting Minutes	Permanent
Tax or employee identification number designation	Permanent
Annual corporate filings	Permanent
Contracts (after expiration)	7 Years

Financial Records

Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial Statements	Permanent
General Ledger	Permanent
Business expense documents	7 Years
Bank deposit records	7 Years
Invoices	7 Years
Investment records (deposits, earnings, withdrawals)	7 Years
Property/asset inventories	7 Years
Electronic Fund Transfer Documents	7 Years
Petty cash receipts/documents	3 Years
Credit Card receipts	3 Years

Tax Records

Annual tax returns	Permanent
Payroll records	Permanent
Payroll tax information	7 Years
Payroll tax returns	7 Years

Personnel Records

Employee offer letters	Permanent
Confirmation of employment letters	Permanent
Benefits descriptions per employee	Permanent
Pension plan documentation	Permanent
Employee CV's	7 Years after termination
Promotions, demotions, letter of reprimand, termination	7 Year after termination
Job descriptions and performance goals	7 Years after termination

Insurance Records

Property Insurance Policy	Permanent
Directors and Officers Insurance Policy	Permanent
Professional Indemnity Insurance Policy	Permanent
Public Liability Insurance Policy	Permanent
Insurance claims	Permanent
Insurance receipts and responses	Permanent

Contracts

All insurance contracts	Permanent
Employee contracts	Permanent
Legal correspondence	Permanent
Supplier Contracts	7 Years

Management Plans and Procedures

Strategic plans	7 Years
Staffing, programs, marketing, finance, fundraising and evaluation plans	7 Years
Disaster Recovery Plan	7 Years

Email and Other Computer-Based Correspondence

This is in relation to correspondence/information that is developed and/or maintained by employees on The Company's computers, whether it is in regard to work or personal information

Employee correspondence, e.g. emails	7 Years
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Document Destruction

Once records have been retained for the applicable period set forth in the Document Retention Schedule, they should be prepared for destruction. Please refer to the RSG Secure Disposal Policy to determine the correct methods of disposal.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of any relevant investigation.

Policy Compliance

Non-Compliance Failure on the part of an employee to follow this policy can result in possible civil and criminal sanctions against The Company and its employees and possible disciplinary action against responsible individuals.

