



# NATIONAL DEER ASSOCIATION

P.O. Box 162305 · Atlanta, Georgia 30321 · phone: 1-800-209-3337 · [DEERASSOCIATION.com](http://DEERASSOCIATION.com)

## Record Retention Policy

It is National Deer Association (NDA)'s policy to maintain complete, accurate and high-quality records. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal, or regulatory requirements or for other purposes as may be set forth below. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed.

No officer, director, employee, contractor, or volunteer of NDA shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case. This policy covers all records and documents of NDA.

NDA reserves the right to amend, alter or terminate this policy at any time.

## Rules and Procedures

From time to time, the General Counsel may issue a "legal hold," suspending the destruction of any records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. If this happens, do not discard any documents relevant to the subject matter of the lawsuit, investigation or proceeding.

The CEO or CFO will inform staff of the specific types of documents that are relevant and must be retained for these purposes by the General Counsel. Until that point in time, do not discard any document that may be relevant without the written approval of the General Counsel. If in doubt, save the document.

In all other circumstances, you must retain the documents listed the schedule below for the periods of time set forth on that schedule. The schedule reflects our legal obligations for document retention.

Please note that the information listed in the schedule below is intended as a guideline and may not contain all the records NDA may be required to keep in the future.

Type of Document	Minimum Retention Requirement
Accounts Payable Ledgers & Schedules	7 years
Audit Reports	Permanently
Bank Reconciliations	3 years



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Bank Statements	3 years
Checks (for fixed assets and high value purchases)	Permanently
Contracts and leases (expired)	7 years
Contracts and leases (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	7 years
Depreciation Schedules	Permanently
Employment Applications	2 years
Financial Statements (Year End)	7 years
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Invoices (to customers, from vendors)	7 years
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement Records	7 years
Tax Returns	Permanently
Trademark registrations and copyrights	Permanently
Withholding Tax Statements	7 years