

DOCUMENT RETENTION POLICY

OF

KINGDOM WORKER MINISTRIES

ARTICLE I

PURPOSE

Section 1. Purpose

- 1.1 The purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of Kingdom Worker Ministries (KWM) records
- 1.2 This policy is intended to supplement but not replace any applicable state and federal laws governing document retention applicable to nonprofit and charitable corporations.

ARTICLE II

POLICY

Section 1. Policy

1.1 General Guidelines:

- 1.1.1 Records should not be kept if they are no longer needed for the operation of the business or required by law.
- 1.1.2 Unnecessary records should be eliminated from the files.
- 1.1.3 The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed.
- 1.1.4 A mass of records also makes it more difficult to find pertinent records.
- 1.1.5 From time to time, KWM may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management.
- 1.1.6 Several categories of documents that warrant special consideration are identified below.
- 1.1.7 While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general

guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

1.2 Minimum Retention Periods for Specific Categories:

1.2.1 Ministry Documents:

1.2.1.1 Ministry records include the KWM Articles of Incorporation, By-Laws and IRS Form 1023 and Application for Exemption.

1.2.1.2 Ministry records should be retained permanently.

1.2.1.3 IRS regulations require that the Form 1023 be available for public inspection upon request.

1.2.2 Ministry Tax Records:

1.2.2.1 Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the ministry's revenues.

1.2.2.2 Tax records should be retained for at least seven years from the date of filing the applicable return.

1.2.3 Employment Records/Personnel Records:

1.2.3.1 State and federal statutes require the ministry to keep certain recruitment, employment and personnel information.

1.2.3.2 The ministry should also keep personnel files that reflect performance reviews and any complaints brought against the ministry or individual employees under applicable state and federal statutes.

1.2.3.3 The ministry should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel.

1.2.3.4 Employment applications should be retained for three years.

1.2.3.5 Retirement and pension records should be kept permanently.

1.2.3.6 Other employment and personnel records should be retained for seven years.

1.2.4 Board and Board Committee Materials:

1.2.4.1 Meeting minutes should be retained in perpetuity in the ministry's minute book.

1.2.4.2 A clean copy of all other Board and Board Committee materials should be kept for no less than three years by the ministry.

1.2.5 Press Releases/Public Filings:

1.2.5.1 The ministry should retain permanent copies of all press releases and publicly filed documents under the theory that the ministry should have its own copy to test the accuracy of any document a

member of the public can theoretically produce against the ministry.

1.2.6 Legal Files:

1.2.6.1 Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

1.2.7 Marketing and Sales Documents:

1.2.7.1 The ministry should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years.

1.2.7.2 An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

1.2.8 Development/Intellectual Property and Trade Secrets:

1.2.8.1 Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights).

1.2.8.2 The documents detailing the development process are often also of value to the ministry and are protected as a trade secret where the ministry:

1.2.8.2.1 derives independent economic value from the secrecy of the information; and

1.2.8.2.2 has taken affirmative steps to keep the information confidential.

1.2.9 Contracts:

1.2.9.1 Final, execution copies of all contracts entered into by the ministry should be retained.

1.2.9.2 The ministry should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

1.2.10 Correspondence:

1.2.10.1 Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.

1.2.11 Banking and Accounting:

1.2.11.1 Accounts payable ledgers and schedules should be kept for seven years.

1.2.11.2 Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years.

1.2.11.3 Any inventories of products, materials, and supplies and any invoices should be kept for seven years.

1.2.12 Insurance:

1.2.12.1 Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.

1.2.13 Audit Records:

1.2.13.1 External audit reports should be kept permanently.

1.2.13.2 Internal audit reports should be kept for three years.

1.3 Electronic Mail:

1.3.1 E-mail that needs to be saved should be either:

1.3.1.1 printed in hard copy and kept in the appropriate file; or

1.3.1.2 downloaded to a computer file and kept electronically or on disk as a separate file.

1.3.1.3 The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

We certify that we are the duly elected and acting Board of Directors of KWM and that the foregoing policy constitute the Document Retention Policy of Kingdom Worker Ministries. The policy was duly adopted by common consent at a meeting of the Board of Directors held on July 18, 2019.

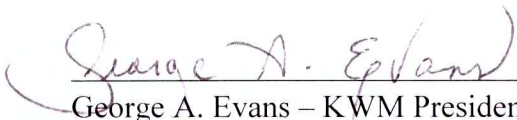
The following members, who were present:

George A. Evans,
Lee E. Suggs, Sr.,
Danielle Higgs,
Belinda Jordan,
Patricia Diane Sumner

Members, who were absent:

None

Signed as of July 18, 2019:


George A. Evans – KWM President/Lead Pastor