



## Document Retention and Destruction Policy of LifeRing, Inc.

Adopted 14 December, 2025

LifeRing, Inc. (the "Organization") is committed to maintaining complete, accurate and high-quality records in furtherance of its mission and in accordance with all applicable laws. This policy covers all records and documents of the Organization, whether paper or electronic.

### 1. General

Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth herein. Documents that are no longer required, or have satisfied their required periods of retention, shall be destroyed.

No officer, director, employee, volunteer, consultant, or agent of the Organization 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.

If you believe, or if the Organization informs you, that any records are relevant to litigation or potential litigation, or are potentially subject to a known or reasonably anticipated government audit, investigation, or administrative or enforcement proceeding, then **you must preserve those records without alteration until the Organization determines that the records are no longer needed.**

### 2. Permanent Retention

Certain records of the Organization are to be retained permanently. These include:

- a) The Organization's Form 1023 application for tax-exemption, its IRS Determination Letter, correspondence from the IRS related to the tax-exempt status of the Organization, and any IRS audit materials
- b) Governing documents of the Organization including Articles of Organization, each version of the Bylaws, Board resolutions, minutes of Board meetings and any Board committees
- c) Insurance policies, including expired insurance policies
- d) Records related to restricted gifts
- e) Records related to the development of intellectual property or trade secrets
- f) Retirement and pension records



### **3. Temporary Retention**

Certain records of the Organization are to be retained for specified periods of time, unless otherwise subject to applicable law or covered by another section of this policy. These include:

- a) Financial and bank records: retain for seven years
- b) Employment records and past version of employment handbooks: retain for seven years following the date of termination
- c) Employment applications: four years

### **4. Responsibility for Administration**

The Executive Director of the Organization shall be responsible for administering this policy. As part of this role, the Executive Director of the Organization, in consultation with legal counsel as needed, shall ensure that the Organization's documents and records retained by officers, directors, employees, volunteers, or agents are stored or destroyed in a manner consistent with this policy.

### **5. Changes to this Policy**

The Organization reserves the right to amend, alter and terminate this policy at any time and for any reason.