

## LIFE THRU HOOPS CARES INC.

### DOCUMENT RETENTION POLICY

#### 1. Purpose

The purpose of this Document Retention Policy (the “*Policy*”) is to manage the retention and disposition of all information created, revised, or maintained by LIFE THRU HOOPS CARES INC. (the “*Corporation*”) in compliance with applicable legal, tax, accounting and/or other regulatory requirements. Specifically, in accordance with the Sarbanes-Oxley Act of 2002, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this Policy provides for the systematic review, retention and destruction of documents received or created by the Corporation in connection with the transaction of its business. This Policy addresses all records and documents, regardless of form, and contains guidelines on retention periods and the manner in which records should be destroyed.

#### 2. Scope

This Policy applies to all directors, officers, volunteers, employees, independent contractors and other personnel of the Corporation (the “*Representatives*”). All information created or received by any Representative related in any way to the operation or administration of the Corporation, regardless of whether in electronic or paper form, is referred to as a “Corporation Record.”

#### 3. Retention Schedules

Corporation Records must be kept for the Retention Period specified in the Retention Schedule annexed to this Policy (see [Appendix A](#)). The retention period of the Corporation Records does not depend on whether the Corporation Records are maintained in electronic or a hard copy format.

#### 4. Preservation Notices

Any “preservation notice” issued in connection with a legal proceeding supersedes this Policy, regardless of the applicable retention period set forth in the Retention Schedule. If the Corporation receives a preservation notice, the appropriate Representative must preserve all relevant documents governed by such preservation notice in accordance with its terms.

#### 5. Storage

Representatives must retain Corporation Records under their control in a manner that facilitates retention, identification, retrieval and disposal of such Corporation Records in accordance with this Policy and the applicable Retention Schedule.

#### 6. Disposal of Records

The Corporation’s Secretary is responsible for determining whether Corporation Records are eligible for destruction based on (x) the lapse of a retention period and (y) the expiration or termination of a preservation notice, as applicable. Upon determining any Corporation Record may be destroyed, the Secretary will destroy such Corporation Record in accordance with

applicable law. By way of example, and not by way of limitation, the Secretary may destroy physical records by shredding and electronic records by permanent deletion and removal from cloud storage in accordance with this Policy.

Document destruction will be suspended immediately if the Secretary determines the Corporation Records could be the subject of an investigation, lawsuit or other legal proceeding. Destruction will be reinstated upon conclusion of the applicable legal proceeding.

#### 7. Changes in Representative Status

The Corporation must ensure that no Corporation Records are lost once a Representative's association with the Corporation is terminated.

#### 8. Monitoring

The Corporation will establish and maintain adequate monitoring measures to assure timely identification and remediation of control deficiencies related to records management practices.

#### 9. Emergency Planning

Corporation Records will be stored in a safe, secure and accessible manner. Files that are essential to the operation of the Corporation must be duplicated or backed up at least every week, such as through a cloud storage service maintained by a third-party vendor, unless the board of directors of the Corporation (the "**Board**") determines otherwise.

#### 10. Compliance

Failure on the part of a Representative to follow this policy can result in possible civil and criminal sanctions against the Corporation and its employees and/or other personnel and possible disciplinary action against responsible individuals, including termination. The Board will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they comply with applicable regulations.

#### 11. Contact Information

Employees may also ask questions, raise concerns, or, where permitted by law, report instances of potential non-compliance with this Policy by contacting the Secretary or the Board. The Corporation prohibits retaliation against any employee for making a good-faith report of actual or suspected violations of laws, regulations, or this Policy.

**APPENDIX A**  
**RETENTION SCHEDULE**

RECORD TYPE	RECORD DESCRIPTION	RETENTION PERIOD
<b>Corporate Governance and Contract Records</b>		
Corporate Governance	Records related to the incorporation or creation of the Corporation, annual reports to the New York State Department of State or New York State Attorney General, and bylaws	Permanent
Board Records	Meeting minutes and board resolutions	Permanent
Contract Documentation	Contracts and records relating to contract negotiation and execution	Years created + 7 years
<b>Accounting and Corporate Tax Records</b>		
Audit Records and Accounting	Records related to internal audits, including internal general financial audits, internal general compliance audits, and general internal audits.	Permanent
Audit Records - External	Records related to compliance audits and external financial or regulatory audits conducted by accounting firms, government auditors, or other external parties, including information requests and preparation materials, supporting documentation, work papers, preliminary and final audit reports and recommendations, management and attorney responses, and remediation plans.	Date of Audit Report + 8 years
Accounting Period Records (Closings and Reconciliations)	Balance sheets, records of reconciliations including general ledger reconciliations, supporting schedules and supporting journal entries.	Permanent
IRS Application for Tax-Exempt Status (Form 1023EZ) and IRS Determination Letter	Section 501(c)(3) organizations are required to keep books and records detailing all activities, both financial and nonfinancial.  Financial information, particularly information on its sources of support (contributions, grants, sponsorships and other	Permanent

	sources of revenue) is crucial to determining an organization's private foundation status.	
IRS Non-Profit Organization Tax Records	Records related to IRS 990 Tax Returns	Permanent
Accounts Payables	Records related to accounts payables including cash disbursements, credit card receipts, invoices, and petty cash records	Year created + 11 years
Tax Compliance	Records related to tax compliance issues such as State Sales Tax Exemption Letter and application for exemption.	Permanent
<b>Bank Records</b>		
Bank records	Deposit records, statements, check register, wire transfer reports, and similar transactional and account tracking records.	Permanent
Check Records	Copies of paid (cancelled) checks and checks paid/cleared.	Date Created + 7 years
<b>Employee Records</b>		
Employee Personnel Records	Records including those documenting the employee's work history such as hiring and termination; any agreements or contracts made with the employee, including but not limited to Relocation, Non-Compete, Confidentiality, or Employment; performance information; resumes; merit information; training certifications and certificates of completion contained in personnel file; policy acknowledgements and authorizations; status change forms; disciplinary information; direct deposit forms; general salary and compensation information (but not payroll records), decisions, and summaries; business references; employment history; membership, license, or registration information; and background check information.	Permanent
Applicant Records (Not Hired)	Records related to an applicant that is not hired, such as: background check, application, resumes, letters of reference, etc.	Minimum of Date of Employment Decision + 2 Years

Employee Complaints/Investigations and Employee Relations	Employee complaints including but not limited to discrimination complaints, harassment complaints, pay related complaints, benefits complaints, workload complaints, management complaints, leave complaints and investigation files; employee relations files, investigation records.	Date of Separation + 7 years
HR Training Records	Records including training materials and program records	Date training was conducted + 3 years
Payroll	Payroll checks and reports, withholdings, W- 2s, etc.	The later of the date of the employee's termination of employment or the date the employee reaches age 70, plus 25 years
<b>Donor Records</b>		
Donor Records and Acknowledgment Letters	Donor Records and Acknowledgment Letters.	7 years
Funded Grant Applications and Contracts	Funded grant proposals, reports and correspondence; and contracts.	7 years after expiration
Rejected Grant Applications and Contracts	Rejected grant proposals, reports and correspondence; and contracts.	2 years after rejection
<b>Legal, Insurance, Regulatory, and Safety Records</b>		
Intellectual Property Records	Records of copyrights, patents, service marks, trademarks or similar government protection of intellectual property	Permanent
Insurance Claims and Other Insurance Records	Records related to insurance policies and primary claims, including for property & casualty insurance, workers' compensation, accident and health, toxic, environmental, and severity claims.	Permanent
Regulatory Inquiry, Investigation and Materials and Related Correspondence	Records related to contacts with state and federal regulators	Permanent