

OPERATION SPLASH, INC.

EIN: 11-3186309

Document Retention Policy

The purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of **Operation Splash, Inc.** records.

Operation Splash, Inc. may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and to accomplish other objectives, such as preserving intellectual property and cost management. 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.

Operation Splash, Inc. expects all officers, directors and employees to comply with any published records retention or destruction policies and schedules, provided that all officers, directors and employees should note the following general exception to any stated destruction schedule. If corporate records are relevant to litigation, or potential litigation, then those records must be preserved until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Corporate records include the Corporation's Articles of Incorporation, By-laws and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

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 Corporation's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.

State and Federal statutes require the Corporation to keep certain recruitment, employment and personnel information. The Corporation should also keep personnel files that reflect performance reviews and any complaints brought against the Corporation or individual employees under applicable state and federal statutes. Employment applications should be kept for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.

Board meeting minutes and Committee meeting minutes should be kept in perpetuity. A copy of all other Board and Board Committee material should be kept for no less than three years.

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

Banking statements, bank reconciliations, deposit slips and checks should be kept for three year. Accounts payable and schedules should be kept for seven years.

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

Audit records should be kept permanently. Internal audit reports should be kept for three years.