

SHADY SHAKESPEARE THEATRE COMPANY  
DOCUMENT MANAGEMENT POLICY

5/26/11

<b>Document</b>	<b>Retention Period</b>	<b>Storage Location</b>
Accounts Payable Ledgers and Schedules	10 Years	SSTC Office Files and External Hard Drive
Accounts Receivable Ledgers and Schedules	10 Years	SSTC Office Files and External Hard Drive
Audited and Unaudited Financial Reports and Statements	10 Years	SSTC Office Files and External Hard Drive
Bank Statements	10 Years	SSTC Office Files
Bylaws and Articles of Incorporation	Permanently	SSTC Office Files and External Hard Drive
Checks (Canceled)	10 Years	SSTC Office Files
Contracts, Expired	10 Years	SSTC Office Files
Correspondence, General both Paper and Email	5 Years	SSTC Office Files and External Hard Drive
Correspondence, Financial both Paper and Email	10 Years	SSTC Office Files and External Hard Drive
Correspondence, Legal and Important Matters	Permanently	SSTC Office Files and External Hard Drive
Depreciation Schedules (when applicable)	10 Years	SSTC Office Files and External Hard Drive
Employee Records, Including Time Cards	7 Years	SSTC Office Files and External Hard Drive
Employment Applications, Audition Forms, Résumés	5 Years	SSTC Office Files
Grant Related Documents	10 Years	SSTC Office Files and External Hard Drive
Insurance Policies, Current and Expired	Permanently	SSTC Office Files
Insurance Records, Accident Reports, Claims	Permanently	SSTC Office Files
Inventories of Products, Materials and Supplies	5 Years	SSTC Office Files and External Hard Drive
Invoices to Customers	10 Years	SSTC Office Files and External Hard Drive
Invoices From Vendors	10 Years	SSTC Office Files and External Hard Drive
Minutes from Board of Director Meetings	Permanently	SSTC Office Files and External Hard Drive
Payroll Records	10 Years	SSTC Office Files and External Hard Drive
Sales Records and Credit Card Receipts	5 Years	SSTC Office Files
Tax Returns, Schedules and related Documents	Permanently	SSTC Office Files and External Hard Drive

All permitted document destruction shall halt if Shady Shakespeare is being investigated by a governmental law enforcement agency, and destruction shall not be resumed without the written approval of legal counsel or the Chief Executive Officer.