



CISEC, INC.

P.O. Box 188

Parker, Colorado 80134-0188

DOCUMENT MANAGEMENT POLICY

The corporate records of CISEC, Inc. and its subsidiaries (hereafter the “Company”) are important assets. Corporate records include essentially all records produced as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

From time to time CISEC, Inc. establishes 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. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, 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 identified above, as well as any other pertinent factors.


Warning: All permitted document destruction shall be halted if CISEC, Inc. is being investigated by a government law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel or the Board of Directors of CISEC, Inc.

Item	Retention Duration
Accounting and Tax Records	5 years
Applications	3 years
Audit reports of accountants	7 Years
Bank Statements	5 years
Cash Books	5 years
Checks -general	5 years
Contracts and leases (expired)	3 years
Contracts and leases (current)	Permanent
Correspondence – general	3 years
Correspondence – legal or important	Permanent
Duplicate deposit slips	3 years
Employee personnel records (after termination)	5 years
Employment application	3 years
Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses	5 years

Exams	3 years
Financial statements (end-of-year)	Permanent
General ledgers and end-of-year statements	Permanent
Insurance policies (expired)	Permanent
Insurance records, current accident reports, claims, policies, etc.	Permanent
Internal reports, miscellaneous	3 years
Scores	Permanent
Minute books of Board of Directors, including Bylaws and Articles of Incorporation	Permanent
Payroll records and summaries, including payments to pensioners	5 years
Purchase orders	3 years
Scores	Permanent
Time sheets and time cards	5 years
Volunteer records	3 years

Approved: 2/25/2015

CISEC, Inc. Board of Directors

 , Secretary