

March 15, 2011

Bayanihan Foundation Worldwide

DOCUMENT RETENTION AND DESTRUCTION POLICY

ARTICLE I PURPOSE The purposes of this document retention policy are for Bayanihan Foundation Worldwide (the “Organization”) in accordance with 18 U.S.C. Section 1519, to enhance compliance with the Sarbanes-Oxley Act and other federal and state laws and regulations, and to promote the proper treatment of corporate records of the Organization.

ARTICLE II POLICY Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense that can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records. From time to time, the Organization may establish 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 warrant special consideration are identified below. 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.

Section 2. Exception for Litigation Relevant Documents. The Organization expects all officers, directors, and employees to comply fully 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 you believe, or the Organization informs you, that Organization records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed.” That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Policy and Minimum Retention Periods for Specific Categories:

a. Press Releases/Public Filings. The Organization should retain permanent copies of all press releases and publicly filed documents under the theory that the Organization should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the Organization.

b. Marketing and Sales Documents. The Organization should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

c. Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the Organization and are protected as a trade secret where the Organization:

- i. derives independent economic value from the secrecy of the information; and
- ii. has taken affirmative steps to keep the information confidential.

The Organization should keep all documents designated as containing trade secret information for at least the life of the trade secret.

d. Electronic Mail. E-mail that needs to be saved should be either:

- i. printed in hard copy and kept in the appropriate file; or
- ii. downloaded to a computer file and kept electronically or on disk as a separate file.

The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

e. Other Electronic Documents and Records. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. Backup and recovery methods will be tested on a regular basis.

Section 4. Document Retention Schedule. The Organization follows the document retention procedures set forth below. Documents that are not listed, but are substantially similar to those listed in the Schedule will be retained for the appropriate length of time.

Section 5. Emergency Planning. The Organization's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week and maintained off site.

Section 6. Document Destruction. The Organization's Director of Operations is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Section 7. Compliance. Failure on the part of trustees, officers, or employees to follow this policy can result in possible civil and criminal sanctions against the Organization and its trustees, officers, and employees and possible disciplinary action against responsible individuals. The Director of Operations and finance committee chair will periodically review these procedures with legal counsel or the Organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

Document Retention Schedule

Articles of Incorporation	Permanent
Organization By Laws	Permanent
Minutes of Directors Meetings	Permanent
State Qualification of Doing Business	Permanent

Federal Tax Records

Form 990	Permanent
IRS Exemption letter	Permanent
State tax exemption letter	Permanent

Accounting and Financial Records

Accounts Receivable and Subsidiary ledgers	10 years
Invoices	4 years
Cash receipts	4 years
Petty cash vouchers	4 years
1099 and other federal forms	10 years
Check registers	10 years
General ledgers & operating ledgers	while active + 9 years
Annual financial reports	while active + 9 years
Annual financial statements and audit reports	Permanent

Business Records

Contracts, agreements, permanent deeds	while active + 6 years
Permanent mortgage and note agreements	while active + 6 years
Patent, copyright & trademark records	while active + 12 years
Permanent appraisals & environmental studies	Permanent

Bank Records

Bank statements	7 years
Wire transfer records	7 years

Bank reconciliation and support 7 years

Cancelled checks 7 years

Personnel Records

Payroll records (W-2, W-4, annual earning record, etc.) 6 years

Personnel files While active + 6 years

Volunteer records and agreements While active + 6 years

Insurance Records

Property and liability policies While active + 12 years

Insurance claims While active + 12 years

Settled insurance claims 4 years

Accident reports 6 years

Fire inspection reports 6 years

Safety records 6 years

Litigation Records

Claims While active + 9 years

Court documents While active + 9 years

Discovery material While active + 9 years

Settlement documents permanent