

Document retention

The corporate records of Ballotpedia are important assets. Ballotpedia records include essentially all records you produce as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an email, a contract or a case study. It may also be something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

It is the policy of Ballotpedia to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and Ballotpedia to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place Ballotpedia in contempt of court or seriously disadvantage Ballotpedia in litigation.

Ballotpedia expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or Ballotpedia informs you, that Ballotpedia records are relevant to litigation or potential litigation (e.g., a dispute that could result in litigation), then you must preserve those records until and unless a competent legal advisor has determined the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact a Services Department representative.

From time to time Ballotpedia 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.

- A. **Email:** Email that needs to be saved should be either: (i) downloaded to a computer file and kept electronically or on disk as a separate file or (ii) permanently archived within Ballotpedia-provided email domain(s). The retention period depends upon the subject matter of the email, as covered elsewhere in this policy.
- B. **Online Communications:** Instant messages, chats or other methods of online communication besides email that need to be saved should be 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 communication, as covered elsewhere in this policy.
- C. **Tax Records:** Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures and other

documents concerning Ballotpedia's revenues. Tax records should be retained for at least six years from the date of filing the applicable return.

- D. **Employment Records/Personnel Records:** State and federal statutes require Ballotpedia to keep certain recruitment, employment and personnel information. Ballotpedia should also keep personnel files that reflect performance reviews and any complaints brought against Ballotpedia or individual employees under applicable state and federal statutes. Ballotpedia should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file. Employment and personnel records should be retained for six years.
- E. **Board and Board Committee Materials:** Meeting minutes should be retained in perpetuity in Ballotpedia's minute book. A clean copy of all Board and Board Committee materials should be kept for no less than three years by Ballotpedia.
- F. **Press Releases/Public Filings:** Ballotpedia should retain copies of all press releases and publicly filed documents for five years.
- G. **Legal Files:** Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.
- H. **Marketing and Sales Documents:** Ballotpedia 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.
- I. **Contracts:** Final, executed copies of all contracts entered into by Ballotpedia should be retained. Ballotpedia should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

Failure to comply with this Document Retention Policy may result in disciplinary action against the employee, including suspension or discharge. Questions about this policy may be directed to the Director of Human Resources.