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## RECORD RETENTION POLICY

Revision Number: -001- Supersedes Revision Dated: None  
Date Approved: Nov. 9, 2019 This Policy Revision Effective Date: Dec. 1, 2019

### Authorized Signatures:

*Jatin P. Shah*  
Name/ Signature / Date  
Secretary 9/12/19

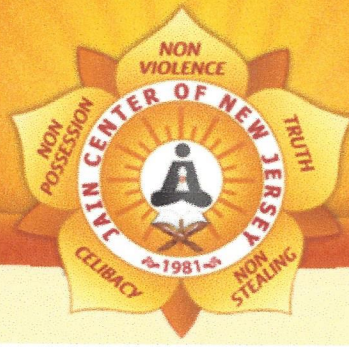
*JIGAR SHAH* 11/23/19  
Name / Signature / Date  
President

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### INTRODUCTION:

The Amended Constitution of Jain Center of New Jersey (here forward referred to as JCNJ) requires the Board of Trustees to implement Record Retention and Destruction Policy under the Article V.C.1 – Responsibilities of Both Trustees, Officers, and Operations Management Committee. The Amended Constitution also calls for in the same article, the Trustees and the Officers shall fulfill all fiduciary responsibilities for JCNJ.

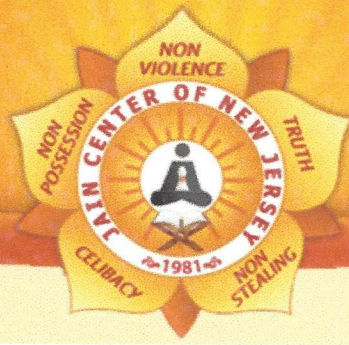
JCNJ generates a variety of electronic and hardcopy documents as part of its operation. This policy provides a directive to the members of the - Board of Trustees (aka BoT), which consists of Trustees and Officer, and Operations Management Committee (aka OMC) - on which documents to retain and for how long, that is, what duration. The policy assigns the responsibility for proper destruction of documents once they are past the required duration of retention. The responsibility of destruction and retention of the documents is not voluntary as it can affect JCNJ's wellbeing under certain circumstances.



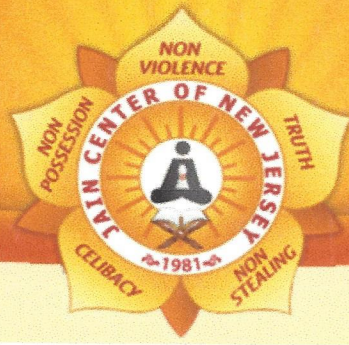
**DOCUMENTS:**

The attached table lists types of documents, retention duration and responsibility for destruction. The Secretary is responsible for formal communication of notice(s) to the members of BoT and OMC of annual event to clean up JCNCJ files and destroy past-retention term documents. The President is responsible for overseeing implementation of this policy. All Trustees, Officers and members of OMC - current and past – are individually responsible to comply with the policy.

| No. | Document Type   | <u>Retention Duration Start Date</u> | Retention Duration (Years)  | Responsibility                       |
|-----|---|--------------------------------------|-----------------------------|--------------------------------------|
| 1.  | JCNJ Properties Deeds, Surveys, Easements, and As-built Drawings.                                       | NA                                   | For Ever                    | Secretary                            |
| 2.  | Construction and Major Facility Repair Contracts costing over \$250,000                                 | From CO Date                         | 12 years (after completion) | Secretary                            |
| 3.  | Bank and Financial Institutions Monthly Statements  | Statement Date                       | 12 years                    | Treasurer                            |
| 4.  | Certificates of Deposits in Banks and Institutions  | Maturity Date                        | 12 years                    | Treasurer                            |
| 5.  | Utility Bills   | Statement Date                       | 5 years                     | Treasurer                            |
| 6.  | Invoices, Receipts and Proof of Payments for all consumables including food, supplies and related items |                                      | 7 years                     | Treasurer                            |
| 7.  | Annual Audit Reports for JCNJ Accounting Books  |                                      | 12 years                    | Treasurer and Secretary individually |
| 8.  | Cancelled Checks and deposit slips (after completion of Annual Audit)                                   |                                      | 4 years                     | Treasurer                            |
| 9.  | Facility Ongoing Upkeep and Maintenance Contracts   |                                      | 4 years                     | Secretary                            |



| No. | Document Type   | <u>Retention Duration Start Date</u> | Retention Duration (Years)                                       | Responsibility   |
|-----|---|--------------------------------------|--|--|
| 10. | Board of Trustees and Operation Management Committee – meeting notices, agenda, and minutes   |                                      | 7 years  | Secretary  |
| 11. | Board of Trustees – Formal Resolutions  |                                      | For Ever   | Secretary  |
| 12. | General Body meeting notices, agenda  |                                      | 4 years  | Secretary  |
| 13. | General Body meeting minutes  |                                      | 7 years  | Secretary  |
| 14. | General Body Meeting – Approved and Rejected Resolutions  |                                      | For Ever   | Secretary  |
| 15. | Voice / Video Recordings of BoT, OMC and General Body meeting   |                                      | 4 years  | Secretary  |
| 16. | All documents (electronics or hard copies) for all Officers, Trustees, OMC members, Sub-committees from JCNJ Server and Website   |                                      | 4 years  | Secretary  |
| 17. | All documents (electronics or hard copies) from the <u>Personal Computers</u> of Individual Members of the Board of Trustees, the OMC and all Sub-committees Formed Authorized by BoT |                                      | 2 years, or immediately after the elected/appointed term expires | Officers, Trustees, OMC Members, Sub-committee Members |
| 18. | Electronic Copy of JCNJ Patrika   |                                      | For Every 7 years  | Secretary  |
| 19. | Routine E-mail Announcements by Officers to JCNJ Registered Members on Frequently Occurring and Major Events, Pooja, Samuh Samayik  |                                      | 4 years  | Secretary  |



| No. | Document Type  | <u>Retention Duration Start Date</u> | Retention Duration (Years) | Responsibility                         |
|-----|--|--------------------------------------|----------------------------|--|
| 20. | All Communications Related to election of the Members of Board of Trustees, Operation Management Committee and Special Subcommittees |                                      | 4 years                    | Secretary and Election Board           |
| 21. | Reports of Internal Audit of JCNJ Accounting Books   |                                      | 7 years                    | Treasurer                              |
| 22. | JCNJ's Constitution and By-laws – all Amendments and Revisions   |                                      | For Ever                   |  |
| 23. | All Emails communications to JCNJ Members  |                                      | 4 years                    | Members of Communication Sub-committee |
|     |  |                                      |                            |  |