The Pet Compassion Centers
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THE PET COMPASSION CENTERS
DOCUMENT RETENTION POLICY

The corporate records of The Pet Compassion Centers (PCC) are important assets. Corporate records include essentially all records you produce as an employee or Board member, whether paper or electronic. A record may be as obvious as an animal folder, an e-mail, a contract or a receipt, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires PCC 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 PCC to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place PCC in contempt of court, or seriously disadvantage PCC in litigation.
PCC expects all employees and Board members to fully comply with any published records retention or destruction policies and schedules, provided that all employees and Board members should note the following general exception to any stated destruction schedule: If you believe, or PCC informs you, that PCC records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the Board determines 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 the Board.

From time to time PCC 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) 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 PCC's revenues. Tax records should be retained for at least six years from the date of filing the applicable return.

(b) Employment Records/Personnel Records. State and federal statutes require PCC to keep certain recruitment, employment and personnel information. PCC should also keep personnel files that reflect performance reviews and any complaints brought against PCC or individual employee or Board member under applicable state and federal statutes. PCC should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee and Board member's personnel file. Employment and personnel records should be retained for six years.

(c) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in PCC's minute book. A clean copy of all Board and Board Committee materials should be kept for no less than three years by PCC.

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

(e) 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.

(f) Marketing and Sales Documents. PCC 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.

(g) Animal Records . All records pertaining to animals including spay/neuter certificates, adoption contracts and medical records should be maintained for a period of no less than three years.

(h) Contracts. Final, execution copies of all contracts entered into by PCC should be retained. PCC 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.

(i) Electronic Mail. E-mail that needs to be saved should be either:

(ii) 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.

Failure to comply with this Document Retention Policy may result in punitive action against the employee or Board member, including suspension or termination. Questions about this policy should be referred to outside counsel of PCC, E. Gary Jewell, 5180 Park Ave, #128, Memphis, TN 38119 or the Board President.

Read, understood and agreed:

_____ _____

Signature and Title Date