

Plane Wellness Record Retention and Document Destruction Policy

Plane Wellness, a Pennsylvania non-profit corporation (the “Company”), shall use its best efforts to retain records for the period of their immediate or current use and in accordance with this Record Retention and Document Destruction Policy (this “Policy”), unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this Policy include paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities (collectively, “Documents”).

Personnel of the Company shall not knowingly destroy any Document in violation of this Policy or with the intent to obstruct or influence an investigation or proper administration of any matter within the jurisdiction of any department agency of the United States or in relation to or contemplation of any such matter or case.

Documents that have been retained beyond the period indicated in the chart below may be destroyed periodically, taking into consideration constraints on storage space and staff time. Notwithstanding the foregoing, if litigation is filed or government investigation is commenced against the Company, from the date such action is known to the Company, all destruction of Documents shall be suspended as promptly as is reasonable under the circumstances.

The Company’s retention requirements for Documents under this Policy shall be as follows:

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for significant payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal matters and complaints)	Permanently
Deeds, mortgages and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Grant Reports/Awarded Grants	7 years
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Type of Document	Minimum Requirement
Inventories of products, materials and supplies	7 years
Invoices for items purchased or sold	7 years
Minute books, bylaws and charter	Permanently
Student Records	7 years
Course Records	7 years

Adopted 1/8/2026