

# RONALD McDONALD HOUSE CHARITIES, INC. RECORDS MANAGEMENT POLICY

The purpose of Ronald McDonald House Charities’ Records Management Policy is to establish a standardized approach for the retention and disposition of all Ronald McDonald House Charities’ records and documents, regardless of physical form (collectively, the “Records”), that is consistent with Ronald McDonald House Charities (“RMHC”) business purposes as well as all applicable legal and regulatory requirements. Records include, but are not limited to, recorded materials in any format, which are created, received or maintained in connection with RMHC’s business activities and serve as evidence of RMHC’s policies, obligations, significant decisions, operations, or business activities.

The following table identifies many, but not all, Records that may relate to RMHC’s business. Included with each category is a brief description of the Records along with a time for each Record’s retention.

Record Category	Brief Description	Official Retention
Accounting Records	Financial records related to charitable donation made to RMHC and contributions by RMHC to supported charities; bank reconciliations, investment reconciliations, accounting reports and other supplemental schedules	7 years after filing of a given tax return – disposal subject to approval of the Tax Consultants
Annual Financial Reports	Audited financial statements	15 years
Corporate Governance	Board and Board Committee minutes and official organizational records.	Indefinite
Fundraising and Solicitations	Records documenting support of field offices, fundraising from 3 <sup>rd</sup> parties, and Awards of Excellence.	7 years after filing of a given tax return – disposal subject to approval of the Tax Consultants
Grant Administration	Administration of donations made by RMHC to other organizations – including applications and agreements.	While Active + 10 years thereafter
Legal Matters	Legal files relating to deals, estate matters, and other supporting documents.	While Active + 10 years thereafter
License Agreements	Agreements with local Chapters relating to the use of trademarks and operating standards.	While Active + 10 years thereafter
Tax Returns and Workpapers	Tax returns and supporting workpapers	Indefinite

Record Category	Brief Description	Official Retention
Policies and Procedures	Policies, procedures, and manuals governing chapters, programs, scholarship administration, and matching grant administration	While Active + 10 years thereafter

Records relevant to litigation or a dispute that could result in litigation must be preserved until RMHC legal counsel determines that the materials are no longer needed.

RMHC's legal counsel and Controller are responsible for overseeing the destruction of Records that have met the required retention period.

Any questions regarding this Policy should be directed to RMHC legal counsel.