

DOCUMENT RETENTION POLICY

1. Purpose: This policy specifies how important documents (hard copy, online or other media) should be retained, protected and eligible for destruction.
2. Policy: This Policy represents the Ayiti Now Corp's formal policy regarding the retention and disposal of documents and official records related to, and generated in, the course of the Ayiti Now Corp's operation.
3. Administration: An Administrator will be appointed to oversee this policy. The Administrator has the duties of supervising and coordinating the management and retention of records.
4. Covered Records: This Policy applies to all official records generated in the course of the Ayiti Now Corp's operations, including but not limited to:
 - a. Corporate Records
 - b. Financial Records
 - c. Human Resource Records
 - d. Donor and Grant Records
 - e. General Forms of Media

The following types of documents will be retained for the following periods of time.

At least one copy of each document will be retained according to the attached Document Retention Table.

AYITI NOW CORP