

Retention of Business Records

**ADOPTED:
NOVEMBER 3, 2011**



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Retention of business records is required by United States laws, such as the Uniform Commercial Code, the Internal Revenue Code, the Employee Retirement Income Security Act, as well as Canadian laws including the Income Tax Act and Excise Tax Act. An organized system of filing and record-keeping is essential, both in terms of office management and to respond to inquiries by any governmental authority, including the IRS, federal, state, provincial and other governmental authorities.

No document, record, or other object shall be altered, destroyed, or concealed with the intent to obstruct an investigation made by any governmental authority of the United States or Canada; furthermore, no person shall knowingly alter, destroy, mutilate or falsify any document with the intent to obstruct, influence or impede any official proceeding.