

Sent: Friday, December 19, 2014 8:22:30 PM
From: Cecile de Jongh [REDACTED]
To: JEE <jeevacation@gmail.com>
Subject: Document Retention

The document retention policy that we have been operating under is as follows:
1999 through 2006 we shred. 2007 through 2014 we scan and shred.
Companies to scan and/or shred:

1. LSJ – canceled checks, invoices, payroll records
2. FTC – canceled checks, invoices, payroll records
3. JEVIF – canceled checks, funding requests, correspondence
4. Zorro – canceled checks, invoices, payroll records
5. JEJE – canceled checks, invoices
6. FT Real Estate – canceled checks, invoices
7. Hyperion – canceled checks, invoices
8. NES – canceled checks, invoices

Financial Trust accounting and partnership documents: Keep for 6 years. Anything before the year 2008 will be shredded. Jeanne and Rich will be confirming this 6 year retention policy for FTC with Alan Dgulash from a tax retention stand point. Since Lucas has been here, he has shredded approximately 75 bags of documents in addition to scanning the more recent documents that we have set up in a virtual file. He has about five (5) more plastic bins to shred and nine (9) more file cabinets to scan and shred.

With warm regards,
Cecile