

<b>SOP #</b>	<b>OAP-7</b>	<b>Revision:</b>	<b>Original</b>	<b>Prepared by:</b>	<b>BOD 2010</b>
<b>Effective Date:</b>	<b>March 3, 2010</b>			<b>Approved by:</b>	<b>BOD 2010</b>

**Title:** ***Records Retention and Destruction Policy***

**Policy:** It shall be the policy of Sir Walter Gun Club, Inc. (SWGC) to specify how official club records and documents (hardcopy, softcopy, online, or other media) should be retained, protected and made eligible for destruction and to ensure that these records and documents are promptly provided to authorities in the course of any legal investigations or lawsuits.

**Purpose:** To establish a systematic records management system consistent with ***Article 16 – Records and Reports of North Carolina General Statutes; Chapter 55 – North Carolina Business Corporation Act*** of which that ***Article*** shall hereby be incorporated within this policy as the primary guidelines for SWGC’s Records Retention and Destruction Policy.

**Scope:** This policy shall apply to any and all SWGC official records and documents as defined as Corporate Records in ***Article 16 – Chapter 55 of the North Carolina General Statutes***.

**Procedure:** The following procedures are hereby established:

1. SWGC shall keep as permanent records minutes of all meetings of its incorporators, shareholders and board of directors, a record of all actions taken by the shareholders or board of directors without a meeting, and a record of all actions taken by a committee of the board of directors in place of the board of directors on behalf of the corporation.
2. SWGC shall maintain appropriate accounting records.
3. SWGC or its agent shall maintain a record of its shareholders, in a form that permits preparation of a list of the names and addresses of all shareholders, in alphabetical order by class of shares showing the number and class of shares held by each.
4. SWGC shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time.
5. SWGC shall keep a copy of the following records at its principal office:
  - 5.1. Its articles or restated articles of incorporation and all amendments to them currently in effect;
  - 5.2. Its bylaws or restated bylaws and all amendments to them currently in effect;
  - 5.3. Resolutions adopted by its board of directors creating one or more classes or series of shares, and fixing their relative rights, preferences, and limitations, if shares issued pursuant to those resolutions are outstanding;
  - 5.4. The minutes of all shareholders' meetings, and records of all action taken by shareholders without a meeting, for the past three years;

- 5.5. All written communications to shareholders generally within the past three years and the financial statements required to be made available to the shareholders for the past three years under G.S. 55-16-20;
- 5.6. A list of the names and business addresses of its current directors and officers; and
- 5.7. Its most recent annual report delivered as required by G.S. 55-16-22. (1901, c. 2, ss. 38, 45; Rev., ss. 1180, 1181; C.S., s. 1170; G.S., s. 55-107; 1955, c. 1371, s. 1; 1969, c. 751, s. 14; 1989, c. 265, s. 1; 1997-475, s. 6.6.)
6. All documents (hardcopy, online or other media) shall be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media shall be included and all documents shall be capable of conversion into written form within a reasonable time.
7. Some documents will be available on the SWGC website, [www.sirwaltergunclub.com](http://www.sirwaltergunclub.com) for members to review and copy. Other documents shall be available for review/copy by any members within five business days of written notice.
8. All hardcopy of documents shall be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies shall be destroyed by fire or other proven means to destroy such media after they have been retained until the end of the Document Retention Schedule. All documents requested and subpoenaed by legally authorized personnel shall be provided within five (5) business days. The Board President shall have the authority to authorize the provision of documents. No documents shall be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.
9. The SWGC Secretary will be responsible for filing and maintaining the original Club documents and ensuring document availability to review/copy as per the policy stated herein.
10. The SWGC Records Retention Schedule for Corporate, Organizational, and Financial Records, as reflected in Appendix A-1, is hereby incorporated into and becomes part of this policy.