POLICY NO. 20-015

REVISION DATE: December 16, 2008

SUBJECT: DOCUMENT DESTRUCTION & RETENTION

I. OBJECTIVE

To set forth governance standards regarding a document destruction and retention policy.

II. POLICY

A. Document Destruction

The cooperative acknowledges its responsibilities to preserve information relating to litigation, audits, and investigations. The Sarbanes-Oxley Act of July 30, 2002, makes it a crime to alter, cover-up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the cooperative and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact and inform the general manager/chief executive officer (GM/CEO), president/chairman of the board (chairman), any committee of the board (board committee), or cooperative's legal counsel (legal counsel) of a potential or actual litigation, external audit, investigation, or similar proceeding involving the cooperative that may have an impact as well on the approved records retention schedule.

B. Document and Record Retention

Documents and records shall be preserved according to REA/RUS Bulletin 180-2 "Manual for Preservation of Borrower's Records".

III. PROVISIONS

If documents are destroyed that should be maintained and records are not retained according to policy, employees will fall under disciplinary actions up to termination. Employees who have a reasonable belief that other employees are in violation of this policy may report such violation as provided in Policy No. 20-020 “Whistle-Blower Protection Policy.”

IV. RESPONSIBILITY

General Manager/Chief Executive Officer and the Board of Directors

Date Adopted: December 16, 2008

ATTESTING: _____
President

_____
Secretary