

DOCUMENT RETENTION POLICY

of

CANCER101, INC.

A Corporation Organized Under Section 402 of the New York Not-for-Profit Corporation Law

1. Introduction. This Document Retention Policy (the “Policy”) was adopted by the Board of Directors of CANCER101, Inc. (the “Corporation”) in an effort to account for appropriate operational and legal considerations. Adherence to this Policy will assist the Corporation in complying in a timely manner with legal requirements and in responding to subpoenas and document production requests.
2. Statement of Policy. It is the Corporation’s policy to maintain complete, accurate and high quality records. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for any other purposes. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed.
3. Records Covered by the Policy. This policy covers all records and documents of the Corporation, in hard copy or electronic form, including, but not limited to, the Corporation’s organizational documents, minute book, financial statements, accounting books, insurance policies, documents pertaining to its tax-exempt status, contracts, documentation regarding grants and donations, *etc* (collectively, “Records”). Pursuant to the by-laws of the Corporation, the minute book, containing a copy of the certificate of incorporation, a copy of the by-laws, and all minutes of the meetings of the Board of Directors and of any committees of the Board of Directors or of the Corporation is kept at the principal office of the Corporation.
4. Prohibition Against Destruction of Records. No director, officer, employee, volunteer or agent of the Corporation shall knowingly destroy a Record with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department of agency or in relation to or contemplation of any such matter or case.
5. Responsibility for Administration. The Executive Director of the Corporation shall be responsible for administering this Policy. As part of this role, the Executive Director of the Corporation, in consultation with legal counsel, shall ensure that the Records retained by directors, officers, employees, volunteers or agents of the Corporation are stored or destroyed in a manner consistent with this Policy.
6. Reservation of Rights. The Corporation reserves the right to amend, alter or terminate this Policy at any time and for any reason.