

**ENGINE MANUFACTURERS ASSOCIATION  
RECORDS RETENTION POLICY STATEMENT**

It is the policy of the Engine Manufacturers Association that its records be retained only so long as they are (1) necessary to the current conduct of EMA's business; (2) required to be retained by statute or government regulation; or (3) relevant to pending or anticipated investigations or litigation. In furtherance of this policy, EMA has adopted the attached Records Retention Schedule (Exhibit 1) and the following principles and procedures for its Records Management Program, which shall be strictly observed by EMA, its officers, directors, staff and committee members.

1. The responsibility for administering EMA's Records Management Program in accordance with this policy is delegated to an EMA Staff Member who shall have the title Supervisor of Records Retention. In addition, the Supervisor of Records Retention, with the assistance of legal counsel, shall be responsible for an annual audit of the Program.
2. Destruction of specific records shall be carried out only in accordance with the authority of the Supervisor of Records Retention and with the approval of legal counsel.
3. All EMA records, including those maintained on electronic data processing storage media, shall be covered by this Policy Statement. EMA records include all records maintained by EMA and for EMA by third parties.
4. All EMA records shall be retained in a manner consistent with this Policy Statement and the attached Records Retention Schedule.
5. Despite any retention periods specified in the attached Records Retention Schedule, all records shall be retained for at least the minimum period as stated in applicable state or federal laws or regulations.
6. The destruction of documents shall be suspended immediately upon receipt of legal process or other notice of pending or anticipated investigations or litigation. In addition, upon such notice, all of EMA's records shall be secured immediately in order to prevent the deliberate destruction of documents. No such suspension of EMA's Records Management Program shall be lifted except upon the written authorization of legal counsel.
7. Requests for exemptions from the Program should be submitted to the Supervisor of Records Retention and legal counsel. Exemptions will be given only in accordance with the basic objectives of this Policy Statement.
8. EMA's Supervisor of Records Retention, with the assistance of legal counsel, shall be responsible for interpreting this Policy Statement for application to specific situations.