

Exhibit 1**EMA RECORDS RETENTION SCHEDULE
Adopted October 19, 2000**

<u>Type of Record</u>	<u>Retention Period</u>
<u>CORPORATE RECORDS</u>	
Articles of Incorporation	Permanent
Bylaws	Permanent
Application for Recognition of Exemption (Form 1024) including correspondence relating thereto and determination letter	Permanent
Qualifications to do business	Permanent
Annual reports	Permanent
Minutes and resolutions (Board of Directors and Executive Committee)	Permanent
Minutes (Other Committees)	2 years
Authorizations and Appropriations for expenditures (includes all ballots for new funding)	3 years *
Policies and procedures, generally	For life of policy/procedure
<u>CONTRACTS</u>	
Contracts, generally	8 years *
Contracts, government	4 years *
<u>INTELLECTUAL PROPERTY</u>	
Copyright registrations and unregistered Copyrightable materials	Permanent
Trademark registrations	Permanent
Patent	Permanent
Domain name registration	For life of domain name

Type of Record**Retention Period****RULEMAKINGS**

Final Comments

Permanent

Material submitted to a public docket

Permanent

Correspondence, public statements, press releases and other material related to rulemakings (includes all documentation has left EMA and is in public view)

until sixty (60) days after publication of Final Rule

RESEARCH MATERIALS

Research reports and data analysis

Permanent (final report only)

Underlying data, documentation, coding and analysis (raw data)

Indefinite (review every 2 years); retain only portions necessary to document validation of the report

Data confidentiality, vendor and other research contracts

10 years *

Survey forms

Blank

Completed

Indefinite (review every 2 years)
Until publication of final report to which it relates

RECOMMENDED GUIDELINES (Standards Materials)

Adopted standards

Permanent

Standards, ballots, comments, etc. under the standards-development process

For the life of the standard to which it relates

GENERAL

Supporting correspondence and notes regarding patents, copyrights, licenses, agreements, bills of sale, permits, contracts, liabilities, etc. (includes reports of meeting attendance)

For life of principal document which it supports

Correspondence not relating to other categories

90 days

Marketing and promotional materials, including brochures, Website content

For the life of the material to which it relates

Type of Record

Retention Period

FINANCIAL

Auditors' reports/work papers

Permanent

Bank deposit slips

7 years

Bank statements, reconciliation's

7 years

Budgets

7 years

Cancelled checks, generally

7 years

Cash disbursements journal

7 years Hardcopy/Permanent look-up electronically in computer system

Cash receipts journal

7 years Hardcopy/Permanent look-up electronically in computer system

Dues and assessment schedules

7 years *

Employee expense reports

7 years

Financial statements (Annual)

7 years Hardcopy/Permanent look up electronically in computer system

Financial statements (Interim/Internal)

7 years

General journal or ledger

Permanent

Invoices

7 years

TAXES

Annual information and/or income tax returns and cancelled checks (federal, state and local)

Permanent

Payroll tax returns

4 years

Property tax returns

Permanent

Sales and use tax returns

4 years

Type of Record**Retention Period****INSURANCE**

Accident reports

6 years

Insurance claims

6 years *

Insurance policies

6 years *

LEGALClaims and litigation files
where EMA is a party

8 years *

Documents related to third-party subpoenas

30 days after final resolution
of underlying action

* Signifies that the retention period begins after final payment, settlement, expiration, termination, etc.