DOCUMENT RETENTION POLICY

NAESB will 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 Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth herein. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed. No officer, director, employee, volunteer, or agent of NAESB shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case. This policy covers all records and documents of NAESB. NAESB reserves the right to amend, alter and terminate this policy at any time and for any reason.