

<u>Records To Be Retained</u>	<u>Retention Period</u>
CORPORATE RECORDS	
Certificate or Articles of Incorporation	Permanent
Certificates of Permission to do business in a Foreign State	Permanent
Capital Stock Records	Permanent
By-Laws and All Amendments thereto	Permanent
Minute Books	Permanent
Bond Records	Permanent
Copy of Notice of Shareholder Meetings	Permanent
List of Stockholders Entitled to Vote at Meeting	6 years

These recommendations on document retention are general guidelines.