



Regional Greenhouse Gas Initiative, Inc.
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ADOPTED

Retention of Business Records Policy of Regional Greenhouse Gas Initiative, Inc.

Retention of business records is required by the Uniform Commercial Code, the Internal Revenue Code and the Employee Retirement Income Security Act. Grant-making is a paper intensive operation. An organized system of filing and record-keeping is essential, both in terms of office management and to respond to inquiries by the IRS and state authorities.

No document, record, or other object shall be altered, destroyed, or concealed with the intent to obstruct an investigation made by any State or Federal agency; furthermore, no person shall knowingly alter, destroy, mutilate or falsify any document with the intent to obstruct, influence or impede any official proceeding.