

Corporate Record Retention Policy

Nexus Intelligent Systems, Inc.

1. PURPOSE AND SCOPE

1 This Corporate Record Retention Policy ("Policy") establishes the comprehensive guidelines for the systematic management, preservation, and disposition of corporate records for Nexus Intelligent Systems, Inc. (the "Company").

2 The purpose of this Policy is to:

- a) Ensure compliance with legal and regulatory requirements
- b) Facilitate efficient information management
- c) Protect the Company's critical business information
- d) Mitigate potential legal and operational risks associated with record management

3 This Policy applies to all corporate records created, received, or maintained by employees, contractors, executives, and board members across all Company operations.

2. DEFINITIONS

1 "Corporate Records" shall mean all documents, electronic files, communications, and other recorded information created or received by the Company in the course of business operations, including but not limited to:

- a) Financial documents
- b) Operational records
- c) Human resources documentation
- d) Legal and compliance materials
- e) Intellectual property documentation
- f) Electronic communications
- g) Digital and physical records

2 "Retention Period" means the specified duration a corporate record must be maintained before authorized destruction or archival.

3. RECORD CLASSIFICATION AND RETENTION PERIODS

1 Financial Records

- a) Annual Financial Statements: Permanent retention
- b) Tax Returns: 7 years
- c) Accounting Ledgers: 10 years
- d) Expense Reports: 7 years
- e) Audit Reports: Permanent retention

2 Legal and Compliance Documents

- a) Corporate Governance Documents: Permanent retention
- b) Contracts: 10 years after expiration
- c) Litigation Files: 10 years after case resolution
- d) Regulatory Compliance Documentation: 7 years
- e) Intellectual Property Registrations: Permanent retention

3 Human Resources Records

- a) Employee Personnel Files: 7 years after employment termination
- b) Payroll Records: 7 years
- c) Benefits Documentation: 6 years
- d) Employment Agreements: 10 years after termination
- e) Training and Development Records: 5 years

4 Operational and Technical Records

- a) Product Development Documentation: 10 years
- b) Research and Development Files: Permanent retention
- c) Client Project Documentation: 7 years
- d) Technical Specifications: 10 years
- e) System Logs and Configurations: 5 years

4. RECORD STORAGE AND PRESERVATION

1 The Company shall maintain both physical and digital record storage systems that:

- a) Ensure data integrity
- b) Provide secure access controls
- c) Protect against unauthorized modification

d) Enable efficient retrieval and compliance auditing

2 Digital records shall be:

- a) Stored in encrypted, redundant storage systems
- b) Backed up regularly
- c) Protected with multi-factor authentication
- d) Maintained in compliance with data privacy regulations

5. RECORD DESTRUCTION PROTOCOLS

1 Records may only be destroyed:

- a) After expiration of mandatory retention periods
- b) With explicit authorization from Legal and Compliance departments
- c) Following documented destruction procedures
- d) Maintaining comprehensive destruction logs

2 Destruction methods must:

- a) Permanently and irretrievably eliminate record contents
- b) Comply with data privacy and security standards
- c) Prevent potential reconstruction of sensitive information

6. COMPLIANCE AND ENFORCEMENT

1 Violations of this Policy may result in:

- a) Disciplinary action
- b) Potential legal consequences
- c) Personal liability for non-compliance

2 Annual compliance audits will be conducted to verify adherence to this Policy.

7. POLICY ADMINISTRATION

1 The Legal and Compliance departments shall jointly administer this Policy.

2 Policy updates will be reviewed annually and communicated to all employees.

8. DISCLAIMER

1 This Policy is subject to modification at the Company's discretion and does not constitute a contractual obligation.

EXECUTION

Approved and Executed:

Dr. Elena Rodriguez

Chief Executive Officer

Nexus Intelligent Systems, Inc.

Date: January 22, 2024