

ADVANCING THE TECHNICAL DEVELOPMENT, PRODUCTION, PROCESSING AND APPLICATION OF IRON AND STEEL

## **CORPORATE GOVERNANCE POLICY STATEMENT**

May 6, 2009

## **CONFLICT OF INTEREST STATEMENT**

Should a Board Member, Committee Chairperson, Committee Member, or Member believe at any time, that they may be unable or appear to be unable to maintain professional objectivity, or to not act in the best interests of AIST on any issue due to personal situation, employment, conflict of interest, membership in another organization, or other reason, the member should excuse himself / herself from any position, vote or action on that particular matter.

Potential conflicts of interest should be discussed with the Executive Director or President.

#### WHISTLEBLOWER STATEMENT

AIST is committed to lawful and ethical behavior in all of its activities and requires a Board Member, Committee Chairperson, Committee Member, Member or Employee to act in accordance with all applicable laws, regulations and policies, and to observe high standards of business in the conduct of his or her duties and responsibilities.

This Whistleblower Statement is intended to encourage and enable a Board Member, Committee Chairperson, Committee Member, Member or Employee to raise serious concerns within the organization for investigation and appropriate action. With this goal in mind, no Board Member, Committee Chairperson, Committee Member, Member or Employee who in good faith reports a concern shall be threatened, discriminated against or otherwise subject to retaliation. Moreover, a person or persons who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position and / termination of membership.

Potential concerns should be discussed with the Executive Director or President.



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# DOCUMENT RETENTION, STORAGE AND DESTRUCTION

AIST shall retain records in-house or at an off-site location in accordance with the following guidelines:

Audit Reports	General Description	Years Retained
Board of Directors / Board of Trustees Minutes.         Permanently           Canceled Checks – taxes, purchase of property, etc.         Permanently           Contracts and Leases – still in effect.         Permanently           Correspondence – legal and important matters.         Permanently           Deeds, Mortgages, and Bills of Sale         Permanently           Depreciation Schedules         Permanently           Financial Statements and General Ledger – End of Year         Permanently           General Ledger Chart of Accounts         Permanently           Insurance Records, Current Accident Reports, Claims, Policies         Permanently           Property Appraisals by Outside Appraisers         Permanently           Property Records         Permanently           Tax Returns and Worksheets         Permanently           Tax Returns and Worksheets         Permanently           Accounts Receivable         7           Canceled Checks – general purchases         7           Canceled Checks – general purchases         7           Contracts and Leases – expired         7           Expense Analyses and Expense Distribution Schedules         7           Expense Analyses and Expense Distribution Schedules         7           Invoicios to customers         7           Invoicios From Vendors	Audit Reports	Permanently
Canceled Checks – taxes, purchase of property, etc.  Permanently Correspondence – legal and important matters.  Permanently Deeds, Mortgages, and Bills of Sale  Permanently Depreciation Schedules  Permanently Depreciation Schedules  Permanently Property Appraisals by Outside Appraisers  Permanently Property Appraisals  Accounts Payable  Accounts Payable  Accounts Payable  Accounts Payable  Accounts Receivable  Contracts and Leases – expired  7 Canceled Checks – general purchases  7 Canceled Checks – general purchases  7 Invoices From Vendors  7 Autorian Records  7 Autorian Records		
Contracts and Leases – still in effect         Permanently           Correspondence – legal and important matters         Permanently           Depreciation Schedules         Permanently           Financial Statements and General Ledger – End of Year         Permanently           Financial Statements and General Ledger – End of Year         Permanently           General Ledger Chart of Accounts         Permanently           Insurance Records, Current Accident Reports, Claims, Policies         Permanently           Property Appraisals by Outside Appraisers         Permanently           Property Records         Permanently           Tax Returns and Worksheets         Permanently           Track Mark Registrations         Permanently           Accounts Payable         7           Accounts Receivable         7           Canceled Checks – general purchases         7           Canceled Checks – general purchases         7           Contracts and Leases – expired         7           Employee Time Records         7           Expense Analyses and Expense Distribution Schedules         7           Expense Analyses and Expense Distribution Schedules         7           Invoicioes Trom Vendors         7           Invoicioes to customers         7           Invoicioes Trom Vendors	Canceled Checks – taxes, purchase of property, etc.	Permanently
Correspondence – legal and important matters.         Permanently Deeds, Mortgages, and Bills of Sale         Permanently Depreciation Schedules         Permanently Permanently Permanently Permanently Permanently Permanently Insurance Records, Current Accident Reports, Claims, Policies         Permanently Insurance Records, Current Accident Reports, Claims, Policies         Permanently Property Appraisals by Outside Appraisers         Permanently Property Appraisals by Outside Appraisers         Permanently Property Records         Permanently Property Records         Permanently Property Records         Permanently Tax Returns and Worksheets         Permanently Property Records         Permanently Permanently Property Records         Permanently Permanently Permanently Accounts Payable         7         Accounts Payable         7         Accounts Receivable         7         Accounts Receivable Receivabl	Contracts and Leases – still in effect	Permanently
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Depreciation Schedules         Permanently           Financial Statements and General Ledger – End of Year         Permanently           General Ledger Chart of Accounts         Permanently           Property Appraisals by Outside Appraisers         Permanently           Property Appraisals by Outside Appraisers         Permanently           Property Records         Permanently           Tax Returns and Worksheets         Permanently           Trade Mark Registrations         Permanently           Accounts Payable         7           Accounts Receivable         7           Canceled Checks – general purchases         7           Contracts and Leases – expired         7           Employee Time Records         7           Expense Analyses and Expense Distribution Schedules         7           Invoices for Products, Materials, and Supplies         7           Invoices of Products, Materials, and Supplies         7           Invoices From Vendors         7           Litigation Records         7           Notes Receivable Ledgers and Schedules         7           Payroll Records and Summaries Including Payments to Pensioners         7           Purchase Orders         7           Scape Records         7           Scapa and Salvage Records		
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Insurance Records, Current Accident Reports, Claims, Policies         Permanently           Property Appraisals by Outside Appraisers         Permanently           Property Records         Permanently           Tax Returns and Worksheets         Permanently           Trade Mark Registrations         Permanently           Accounts Payable         7           Accounts Receivable         7           Canceled Checks – general purchases         7           Contracts and Leases – expired         7           Employee Time Records         7           Expense Analyses and Expense Distribution Schedules         7           Inventories of Products, Materials, and Supplies         7           Invoices to customers         7           Invoices From Vendors         7           Litigation Records         7           Notes Receivable Ledgers and Schedules         7           Payroll Records and Summaries Including Payments to Pensioners         7           Payroll Records         7           Sales Records         7           Subsidiary Ledgers         7           Correspondence – routine with customers and vendors         3           Employee Personnel Records – after termination         3           Employee Personnel Records – after termination <td>General Ledger Chart of Accounts</td> <td>Permanently</td>	General Ledger Chart of Accounts	Permanently
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Purchase Orders       7         Sales Records       7         Scrap and Salvage Records – inventories, sales etc.       7         Subsidiary Ledgers       7         Correspondence – routine with customers and vendors.       3         Employee Personnel Records – after termination       3         Employment Applications.       3         Insurance Policies – expired       3         Internal Audit Reports       3         Internal Reports – miscellaneous.       3         Petty Cash Vouchers       3         Physical Inventory Tags       3         Bank Reconciliations.       1         Deposit Slips       1		
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Subsidiary Ledgers       7         Correspondence – routine with customers and vendors       3         Employee Personnel Records – after termination       3         Employment Applications       3         Insurance Policies – expired       3         Internal Audit Reports       3         Internal Reports – miscellaneous       3         Petty Cash Vouchers       3         Physical Inventory Tags       3         Bank Reconciliations       1         Deposit Slips       1	Scrap and Salvage Records – inventories, sales etc	7
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Internal Reports – miscellaneous		
Internal Reports – miscellaneous	Internal Audit Reports	3
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Physical Inventory Tags		
Bank Reconciliations		
Deposit Slips		
Deposit Slips	Bank Reconciliations	1
Financial Statements and General Ledger – other than end of year		
	Financial Statements and General Ledger – other than end of year	1