



Dexter Enterprises, Inc.

FOUNDATION FILE RETENTION POLICY

The public charitable purpose of a Private Foundation requires permanent retention of most Foundation files. Additionally, the preservation of each Alfond Foundation's records will document its growth and contribution to the philanthropic community. Documents are retained if there is legal, tax, historical or informational value. Foundation files shall not be destroyed except as expressly provided for herein and on written authorization from the Company President, after consultation with an appropriate Foundation officer, trustee or director.

No documents or records that may be relevant to an actual or anticipated legal proceeding or governmental investigation involving any of the Foundations administered by DEI shall be altered, destroyed, concealed, covered up, or falsified with the intent to obstruct, influence or impede an official proceeding.

This policy shall constitute the document management and retention policy of the Harold Alfond Foundation and all other foundations managed by Dexter Enterprises, Inc.