



UNCERTAINTY QUANTIFICATION
FOUNDATION

DOCUMENT RETENTION & DESTRUCTION POLICY

Document Retention & Destruction Policy

The Corporation shall keep at its registered office or principal place of business, or at the office of its transfer agent or registrar, or at the offices of its Secretary and/or Treasurer:

1. Minutes of all meetings of directors, committees of the Board and members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
2. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;
3. A record or the name, address, telephone number, facsimile number and electronic mail address of each member, together with the date of any withdrawal or termination of such member's membership. Each member shall be responsible for notifying the Corporation of changes to such member's address, telephone number, facsimile number or electronic mail address;
4. A copy of the Corporation's Certificate of Incorporation and these bylaws as amended to date; and
5. Copies of all filings made to the Internal Revenue Service and any state agency, entity or department that the Corporation is required, by statute or regulation, to make generally available to the public.

Any books, records and minutes may be in written form or in any other form capable of being converted into clearly legible written form within a reasonable time.

MEMBERS' INSPECTION RIGHTS

Any person who is a member entitled to vote, upon written demand under oath stating the purpose thereof, shall have the right to examine, in person or by agent or attorney, at any time during the Corporation's usual hours for business, for any proper purpose as determined under the General Corporation Law of the State of Delaware, the Corporation's membership records and its other books and records and to make copies or extracts therefrom.

DIRECTORS' INSPECTION RIGHTS

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical property of the Corporation. Any inspection under the provisions of this Article may be made in person or by an agent or attorney. The right to inspection includes the right to copy and make extracts.