

**Burr Business Service**  
**1655 South 25<sup>th</sup>**  
**Lincoln NE 68502**  
**402-477-3922**

***TAX YEAR 2009***

**Record Retention**

In accordance with our firm's current document retention policy, we will retain our work papers and your tax returns for 3 years. We will provide you a copy of the depreciation schedules and tax returns and other pertinent work papers that should be a part of your books and records. If you should need replacements, we will provide additional copies at our standard copying fees. All of your original records will be returned to you. Physical deterioration or catastrophic events may shorten the time during which our records will be available. The work papers and files of our firm are not a substitute for your original records, which you should retain. It is agreed and understood that in connection with the performance of this engagement by Burr Business Service that the work papers prepared by us shall remain the property of Burr Business Service. To have a permanent file more than three years, we charge a one-time fee of \$30.00 and will keep copies of all items prepared by Burr Business Service, indefinitely.

**Privacy Policy**

If we are asked to disclose any privileged communication, unless we are required to disclose the communication by law, we will not provide such disclosure until you have had an opportunity to argue that the communication is privileged. You agree to pay any and all reasonable expenses that we incur, including legal fees, that are a result of attempts to protect any communication as privileged. In addition, your confidentiality privilege can be inadvertently waived if you discuss the contents of any privileged communication with a third party, such as a lending institution, a friend, or a business associate. We recommend that you contact us before releasing any privileged information to a third party.

In the interest of facilitating our services to you, we may communicate by facsimile transmission or send electronic mail over the Internet. Such communications may include information that is confidential to you or your company. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent and consent to our use of these electronic devices during this engagement.