

RICHARD NIXON FOUNDATION

PROCEDURES – PUBLIC INSPECTION OF DOCUMENTS

- ❖ The following organizational documents of the organization will be available (for inspection or copying) at the organization's main office during normal business hours at no charge:
 - Tax Exemption Application (Form 1023)
 - Internal Revenue Service Determination Letter
 - Articles of Incorporation
 - By-Laws

- ❖ All of the aforementioned organizational documents will also be posted on the organization's web site. The organization will make best efforts to ensure that the documents posted on the organization's web site are the most updated versions of such documents (e.g. in the situation where the organization's Articles of Incorporation are revised).

- ❖ The public inspection copy of the organization's Form 990 and form 990-T, from the previous three years (at minimum), will be available (for inspection or copying) at the organization's main office during normal business hours at no charge; additionally, these same Forms 990 and 990-T will also be posted on the organization's web site.

- ❖ The public inspection copy of the Form 990 will not include the schedule of Schedule A excess contributors or the Schedule B names and addresses of contributors.

- ❖ The organization will make best efforts to ensure that the Forms 990 and 990-T held at their main office and posted on their website are the most updated versions of such. For example, in the instance where a Form 990 has been amended, the amended version of the Form 990 or Form 990-t should be the one available for public inspection.

- ❖ When responding to a public inspection request for any organizational document or Form 990 (including Form 990-T) by anyone, the organization shall fulfill such request in a timely fashion without inquiring as to the reason for the public inspection request.

- ❖ The following other documents (most updated versions will be posted on the organization's web site):
 - Most recent copy of the organization's audited financial statements
 - Conflict of interest policy