

Records Retention Policy

Annual Meetings

Agendas	2 years minimum
Minutes	Permanently
Ballots	22 months minimum

Board Meetings

Agendas	2 years minimum
Minutes	Permanently
Treasurers Reports	Current Fiscal Yr + 3 years

Bank Statements	Current Fiscal Yr + 5 years
Invoices/bills	Current Fiscal Yr + 3 years
CCR Violation letters & responses	1 year
New construction request & responses	1 year
Insurance policies	Current Fiscal Yr + 4 years
Governance documents	Permanently

These should be kept in duplicate. One copy available for Board use and a backup copy stored in a separate location known to all Board members.