

Deerlake Village Community Association RECORDS RETENTION POLICY

It is important to retain documents to provide historical background information; to facilitate the transition of new members to the Board of Directors and standing committees; and, to maintain a transparent leadership for the Deerlake community.

File cabinets are provided in the Clubhouse to hold long-term documentation. (A Treasurer's file is located in the ballroom, second closet, street side. All others are downstairs.) These files will be kept locked and only available to DVCA officers and committee chairs. The people listed below are responsible for maintaining the following records for the indicated retention times.

1. President
 - a. Reports of special or ad hoc projects (permanent)
 - b. Copies of his/her correspondence (two years)
 - c. Contracts with condo associations, renewable every 10 years (permanent)
2. Secretary
 - a. Notes of work sessions in downstairs file cabinet (5 years)
 - b. Quarterly and Annual Meetings including minutes, Committee Reports, and the President's and Treasurer's Annual Reports—in the downstairs file (5 years) AND in the binder on upstairs bookshelf (until the next meeting)
3. Treasurer—Current files to be kept in the upstairs file cabinet; files for previous years downstairs.
 - a. Service contracts (1 year after expiration)
 - b. Contracts for major additions (permanent)
 - c. Contracts for minor additions (5 years)
 - d. Financial reports/records (7 years)
 - e. Insurance policies (7 years)
 - f. Tax returns (forever)
4. Directors—will maintain a working file of information regarding the activities of their liaison committees. Notes and background material of all major projects are to be permanently filed upon completion.
5. All Committee Chairs –will maintain a working file containing:
 - a. Minutes of all meetings (2 years)
 - b. Records of activities and/or projects (2 years)
6. Special Committee Chairs
 - a. ARC/LRC—documentation for new construction and modifications (5 years)
 - b. Lake—all State, committee, and engineer inspection reports re: dam inspections and dredging (permanent)
 - c. Pool—all reports for maintenance and modifications especially with regard to new safety requirements (permanent)
 - d. Newsletter—two permanent files of all back issues of the *Deerlake Diary* (one for the Clubhouse library and one in the downstairs file.)

NOTES:

1. Our website (deerlakevillage.org) also serves as a valuable resource for the wider community (see “Website Policy”). All Governance Documents (Covenants, Bylaws, Rules & Regulations, Charters and Policies), forms for voter registration, new construction, modifications, contact information for Directors and Committee Chairs as well as other information about the community are available.

- 2.To help provide better access and awareness of what documentation exists, Tables of Contents are provided in the front of each file drawer.
3. Keeping digital files (CD,DVD, or flash drive) of all DVCA documents is strongly recommended.

This Records Retention Policy was approved by the DVCA Board of Directors on the 19th of May 2016.