

Lake Almanor Country Club
Policy Manual
Records Retention

Policy Manual Section: General Management and Administration
Policy Number: MA-1

WHEREAS, The Board of Directors is responsible for the proper management of Association records; and

WHEREAS, Lake Almanor Country Club (LACC) desires to develop a records retention schedule and policy for the Board, residents and staff as a matter of prudent management of the Association.

NOW, THEREFORE, the Board of Directors does hereby adopt the following records retention schedule and policy

General

Records of the Association will be kept in either a paper or electronic form using the records retention schedule established by this Policy, as may be amended from time to time by the Board of Directors or at the advice and counsel of the Association's attorney or auditing firm. Any records not specifically mentioned in the records retention schedule may be kept or disposed of at any time as deemed appropriate.

Storage of Documents

- a. Responsibility for Document Retention. The General Manager and Office Manager shall be the primary individuals responsible for assuring adherence to this Policy.
- b. Paper document storage – Current documents, as well as those referred to with some degree of regularity, shall be located for ease of retrieval based on the type of document and person that needs to access it. Older documents should be stored in an appropriate on-site, safe and secure location (fireproof safe, weatherproof storage unit, etc.) taking into account the type of document.
- c. Computer and electronic document storage – Documents stored on computers and any electronically stored documents shall be safeguarded by backing up such records daily. One copy of these documents will be stored on-site and another copy shall be stored in a separate, secure location, away from any Association computers. Care should be taken to periodically (at least annually) evaluate any electronic document storage system to assure that the method of storage does not become obsolete. Any electronic documents must be capable of being converted to a clearly legible tangible form.

- d. Documents Pertaining to Elections. In accordance with Civil Code section 5125, in the context of any member vote or director election that is subject to the secret ballot voting rules set forth in Civil Code sections 5100 through 5145 the sealed ballots shall at all times remain in the custody of the designated inspector of elections or at a location designated by the inspector until after the tabulation of the vote and until the time stated in Civil Code section 5145 for challenging the election has expired. Thereafter custody of the ballots shall be transferred to the Association.

Litigation

At the advice of the Association attorney, if the Association is currently in, or reasonably anticipates litigation the Association shall preserve any documents potentially related to the litigation and shall only destroy documents covered in this policy after consultation with the attorney. Once the General Manager or the Board becomes aware of litigation involving the Association or any governmental audit or investigation of the Association, the General Manager shall immediately order a halt to all document destruction under this Policy and shall communicate that order to all staff members who may be responsible for documents in order to enable the General Manager and/or the Board to consult with the Association's attorney and identify documents that are pertinent to the litigation or the governmental audit or investigation.

Records Retention Schedule

a. Governing Documents:

- | | |
|--|--------------------|
| i. Articles of Incorporation (and amendments thereto) | Permanently |
| ii. Declaration of Covenants, Conditions and Restrictions (and amendments thereto) | Permanently |
| iii. Bylaws (and amendments thereto) | Permanently |
| iv. Member Handbook | Permanently |
| v. Board of Director Policies | Permanently |
| vi. Association Rules (and amendments thereto) | Permanently |

b. Financial Documents:

- | | |
|--|--------------------|
| i. Tax Returns | Permanently |
| ii. Annual Audited Financial Statements | Permanently |
| iii. Year End Financial Statements | Permanently |
| iv. Monthly Financial Statements | 7 Years |
| v. General Ledgers | Permanently |
| vi. Bank Statements/Reconciliations/Cancelled Checks | 7 Years |
| vii. Capital Asset Schedule/Depreciation Schedule | 7 Years |
| viii. Purchase Orders/Vendor Invoices | 7 Years |
| ix. Annual Budgets | Permanently |
| x. Cash Receipts/Disbursement Journals/Journal Entries | Permanently |
| xi. Real Estate Tax Documents | 7 Years |
| xii. Scanned Checks for Deposit | 1 Year |
| xiii. House Charge/Credit Card Authorization | 1 Year |

c. Corporate:

i. Plats	Permanently
ii. Deeds – Association Property	Permanently
iii. Easements	Permanently
iv. As-Built Architectural Plans	Permanently
v. State/Federal Identification Numbers	Permanently
vi. Board Meeting Minutes	Permanently
vii. Membership Meeting Minutes	Permanently
viii. Committee Minutes	3 Years
ix. Voting Records	2 Years
x. Architectural and Landscaping Committee/Approvals/ Denials/Variances	Permanently
xi. Correspondence – General Matters	3 Years
xii. Newsletters	5 Years

d. Legal:

i. Contracts/Leases – Active	Term of Agreement
ii. Contracts/Leases – Expired	7 Years
iii. Warrantees – Current	Until Expire
iv. Warrantees – Expired	7 Years
v. Litigations/Cases/Court Filings/Pleadings/Legal Opinions	Permanently
vi. Preliminary Lien Notices	7 Years

e. Insurance:

i. Policies – Active	Term of Policy
ii. Policies – Expired	7 Years
iii. Records (Certificates of insurance)	7 Years
iv. Claims – Active	Until Settled
v. Claims – Settled	7 Years

f. Membership:

i. Property Owner Deed	Permanently
ii. Correspondence to/from Property Owner – Current	Current + 7 Years
iii. Correspondence to/from Property Owner – Past	7 Years
iv. Owner Mailing Lists	1 Year

g. Personnel:

i. Employee/Payroll Files – Active	As Long as Employed
ii. Employee/Payroll Files - Inactive	7 Years
iii. Employee Applications – Not Hired	2 Years
iv. State/Federal Withholding Taxes	Permanently

v. Federal I-9 Forms

3 Years after Date of Hire or 1 year after date employment ends, whichever is later.

vi. Employee Benefit Data

6 years, but not less Than 1 year following A plan termination.

Document Disposal

The General Manager and Office Manager are responsible for the destruction of documents in a responsible manner. Such methods can include shredding, incinerating and pulverizing. The General Manager will consult with the Association attorney or audit firm prior to any documents being destroyed outside of the limits set above. Each year, by the end of June, staff will review and list which documents are ready for disposal. Said documents will be destroyed by the end of July. Special care should be given to documents kept via electronic means such as purchasing software specifically designed to erase electronic data.

Owner Access to Documents

LACC will comply with California Civil Code 5200 as it pertains to member access to certain Association records. Civil Code section 5210 states the duration for which particular categories of Association documents are subject to member inspection.

Staff Access to Documents

It shall be the responsibility of the General Manager to determine which members of the Association staff should be granted access to certain documents of the Association. Care should be given to the confidential nature of various documents and appropriate limitations should be placed on different employees.

Long-Term Retrieval

The General Manager, or his/her designee, is authorized to retrieve documents located in long-term storage locations as outlined under the previous section "Storage of Documents" using the same care and fiduciary responsibility outlined in the previous section of this resolution.

Board of Directors Approval Date: _____ day of January 2016