

Circle C Homeowners
Association Record Retention

Category	Description	Retention Period	Notes
Financial and Accounting			
			*Terri Giles Office
Accounts Payable Ledger *		S	
Accounts Receivable Ledger*		S	
Bank Deposit Slips*		S	
Bank Reconciliations *		S	
Bank Statements & Certificates of Deposit*		S	
Cancelled Checks*		S	
Check Register*		S	
Financial Statements*		S	
General Ledgers*		S	
Paid Vendor Invoices*		S	
Petty Cash Records*		S	
Purchase Orders*		S	
Tax Returns		S	
Tax Bills & Statements		S	
Annual Financial Audit		P	
Summary of Election Results		P	
Election ballots		X	4 years
Payroll Records and Summaries		S	
Judgements, Liens filed, and Foreclosures		P	
Resale Certificates*	Both new and old properties	T	
Property Transfers*		P	
Mortgage and Loan Records		S	
Credit Card Statements*		S	
Membership Records*	All lists of members and their standing as to voting eligibility	S	
Administrative			
Correspondence – General		X	2 years
Correspondence – Legal		T	Binder
Deed Restrictions - Legal		P	Binder
Deed Restrictions - Notification		X	4 years (on disk)
Cooperative Letters		X	4 years (on disk)
Homeowner Directory		T	Recent edition plus last 3 additions
Homeowner Information Form		T	Binder
Annual Reports		P	
Board Meeting Minutes		S	Binder
Annual Meeting Minutes		S	Binder
Board Elections		S	
Board Motions	Also reflected in the board meeting minutes.	P	
Board Resolutions		P	
Electronic resident messages (e-mail)		U	Binder
Electronic board messages (e-mail)		U	On computer
Insurance Agent Correspondence		P	
Insurance Policy Applications		P	
Insurance Policy Quotes		P	
Insurance Claims		P	
Insurance Policies		X	Four years after expiration; binder
Accident Reports		X	2 years
CCHOA Meetings		P	Binder
Contracts		X	4 years after expiration
Capital Budget Projects		P	
Committee Meeting Minutes as submitted	All committees except ACC	O	Active (Binder) Inactive (File)
Committee - Reports to the Board		T	Board Meeting File
ACC Approvals		P	ACC File Cabinet
ACC Variances Issued		P	ACC File Cabinet
Retention Policy Audits		T	
Governing Documents & Legal			
Secretary Of State		P	
Articles of Incorporation		P	

Covenants, Conditions, and Restrictions		P	
Amendments to Covenants, Conditions, and Restrictions		P	Electronic
By-laws and All Amendments		P	
Governing Doc's for Gated Communities		P	
COA Impervious Cover Agreement		P	
Deeds, plats, maps, surveys		P	Retain all revisions
COA General Permit		P	
La Crosse Site Water Line Easement		P	
FCC License - Irrigation Control		P	
COA Landscaping Maintenance Agreement		P	
Stratus Landscape Reimbursement		P	
COA Landscape Reimbursement		P	
CCHOA Website Domain Registration		P	
Policies & Regulations		P	
Financial Audits		P	
Tax Returns		P	
Annual Budget Review		P	
Operations and Maintenance			
Inspection Reports	Land & Assets	X	2 years
Maintenance & Repair Records	Mechanical equipment	X	Retain records one year after useful life of equipment
RFP's & Bids for Services	Example is small maintenance job	X	Retain 1 year after completion of contract
Measurement of all commons areas		P	
Contract for maintenance work performed		X	Retain 4 years after contract expiration
Vendors - Certificate of Insurance		X	Retain 4 years after contract expiration
Common area & Swim Center Inventory		X	Retain current and one previous record
Swim Center Operational and Procedural Manuals		X	Retain current version only
Swim Center Warranties		P	
Circle C Community Center & Pool			
Amenities Transfer Agreement		P	
Topo & Tree Survey Bids & Study		P	
Environmental & Geo Study		P	
Final Plat Bid & Contract		P	
Commitment for Title Insurance		P	
TBG Conceptual Drawings		P	
Contract & Contract RFP's			
Landscape RFP 2005		P	
Landscape RFP 2008		P	
Financial Services RFP 2005		P	
Financial Services RFP 2006		P	
HOA Management RFP 2005		P	
Contracts with a term of 1+ years		X	4 years after expiration date of term
Building Leases		X	2 years following termination
HR Files			
Job Descriptions		X	3 Years after last active use
Resumes		X	2 years
Swim Center Staff Evaluations		P	
Employee Files		X	Retain 2 years after final day of employment
Retention Period Key			
U=Useful life but no longer than six months; may be converted to another form of record for longer retention			
S=Seven Years			
O=One year			
T=Three years plus current			
P=Permanent			
X=See note			