



**DC Ranch Association
Policy 105
Policy on Records Retention**

Date of Adoption: June 4, 2018

Effective Date: June 4, 2018

Last Revised: April 11, 2022

105.1 Purpose: The purpose of this policy is to establish the criteria for the retention of Association records.

105.2 Scope: This policy applies to all DC Ranch Association documents, including legal, financial, insurance and maintenance records, as well as general correspondence. This policy does not apply to personal communications or records referenced below.

105.3 Responsibility/Authority: The DC Ranch Association Board of Directors and Executive Director.

105.4 Introduction: The Association's mission statement is as follows: To serve all DC Ranch Stakeholders through the professional management and protection of the community's fiscal and environmental assets. DC Ranch Association delivers high quality and consistent operations, landscape, maintenance and security services with an emphasis on customer care and open communication that results in sustained property values and an exceptional quality of life.

105.5 Records That Need to be Retained:

105.5.a Categories for record retention:

- Legal records
- Financial records
- Maintenance/Facilities records
- Correspondence
- Property documents
- Other documents as determined at the Board's discretion

105.5.b Groupings within categories: Records within the categories above should be grouped and stored in the manner below.

- Permanent records
- Retain for four years
- Records to retain until superseded, expired or replaced
- Retention is triggered by adoption unless otherwise defined
- Retain for one year
- Retain for less than one year

105.6 Permanent Records: The following records shall be considered permanent and should be stored as such.

105.6.a Legal Records Consisting of the Following:

- Board minutes and notices of meetings per ARS § 10-11601
- Executive session meeting minutes per ARS § 10-11601
- Actions taken without a Meeting per ARS § 10-11601
- Membership meeting minutes and notices of meetings
- Committee meeting minutes
- Original Enabling Documents:
 - CC&Rs
 - Supplemental Declarations
 - Bylaws
 - Articles of Incorporation
- Amended enabling documents
- Legal settlement agreements
- Client/Attorney privileged information
- Developer disclosure statements
- Title insurance policies
- Documents, work product, and correspondence to and from the Association's legal counsel and the Association and its agents are Association Records.

105.6.b Financial records consisting of the following:

- Annual corporate tax returns and supporting records
- Letters granting tax exempt status
- Issuance of tax ID number
- Annual CPA prepared financial statements
- Annual general ledgers
- Annual audit and supporting documents

105.6.c Maintenance for common areas records consisting of the following:

- Blueprints
- Building drawings and details of additions or modifications
- Major component listings, specifications and measurements

105.6.d Property related documents consisting of the following:

- Deeds
- Easements
- Maps and dedications
- Documents requesting architectural changes
- Approvals and denials of architectural change requests
- Notice of violations of architectural controls
- Land surveys for individual lots
- Lot files and subfiles for Member's file to retain violations; two years after ownership or two years after dispute
 - Members are allowed to view certain documents pursuant to the statutes. Documents for particular Members regarding or relating to collection of assessments or to enforcing compliance with covenants, are personal and confidential by their nature and are similarly treated for the purpose of Members' records requests.

105.7 Records to Retain for Four Years: The following records shall be retained for a period of four years.

105.7.a Legal records consisting of the following per ARS § 10-11601 and 33-1812 (A) (7):

- Membership meeting ballots, proxies and sign-in sheets
- Member surveys

105.7.b. Financial records consisting of the following:

- Bank statements and canceled checks
- Paid bills
- Payroll tax returns
- Timecards
- Monthly general ledgers
- Accounts receivable listings
- Deposit slips
- Dues billing and collection documents

105.7.c Correspondence records consisting of the following:

- Formal correspondence (potential litigation)
- Newsletters

105.7.d Other records, including documents as determined at the Board's discretion

- Insurance claims history
- Certificates of Insurance
- Board and Committee rosters

105.8 Records to Retain Until Superseded, Expired or Replaced.

- Approved policies
- Contracts for management services and vendor services
- Loan documents

- Listings of rules
- Interpretations of rules
- Enforcement matters (e.g. Parking Violations - discard when owner sells unit.)
- Warranties and guarantees
- Funding studies (reserves)
- Equipment specifications
- Complete details of last replacement of all major components from the Reserve Studies
- Insurance policies
- Employment contracts
- Personnel files including but not limited to non-rehire files

105.9 Records to Retain for One Year: The following records should be kept for one year:

- Meeting agendas
- Monthly financial statements
- "Informal" correspondence, especially if a situation was resolved or an action was completed

105.10 Records to Retain for Less than One Year:

- o Board meeting "Zoom" videos shall be retained until superseded by the approved Board meeting minutes.
- o Electronic recording records shall be retained for 90 days or for the length of the manufacturer's/service provider's standards, whichever is less, including but not limited to facility, gate and body cameras, license plate readers, callbox data, phone recordings, etc.

105.11 Information that is Not a Corporate Record and therefore is Not Retained:

Personal notes, individual letters, memos, and emails by and between Directors, Officers, Management, and Owners/Members, and other writings transient in nature of individual Board, or Committee Members made by them, for their personal use and purposes, shall not be considered Association Records, nor will they be kept, stored, or managed as corporate records.

Approved By:  Date 4/11/2022
Board President or Secretary

Effective Date: April 11, 2022