



## Association Policy 1600

# Association Records Retention Policy

This Policy effective 5/24/22

The purpose of this policy is to outline the Association's Records Retention Policy and Schedule and to notify Association Members of the process followed by the Association in accordance with the Master Declaration of Conditions, Covenants & Restrictions, Section 8.2 Inspection of an Association's Books and Records and Title 30 Corporations Chapter Idaho Nonprofit Corporation Act, 30-30-1101, 30-30-1102, 30-30-1104 and 30-30-1105. Please note, records available on site from the Developer (2009) as well as previous Association Staff (2009-2014) have been retained as outlined.

### Permanent

1. Governing Documents (CC&Rs; Bylaws; Articles of Incorporation)
2. Minutes (board and membership meetings and committees with decision-making authority)
3. Deeds to Property Owned by the Association
4. Association (Common Areas and Facilities) architectural plans
5. A record of members in a form that permits preparation of a list of the name and address of all current members
6. Town Design Review Board (Architectural Review) Approved or Denied letters

### Seven Years

1. Financial Records
  - Budgets
  - General ledgers, journals and charts of account
  - Year-end financial statements
  - Accounts payable
  - Accounts receivable ledgers, trial balances and billing records
  - Canceled checks, bank and investment statements
  - Invoices from vendors
  - Deposit slips
  - Reconciliations
2. Insurance Records (accident reports, settled claims, contractor certificates of insurance)
3. General Correspondence (including HSTA Staff, Town Council and Town Design Review Board Emails)
4. Closed Litigation Files
5. Expired Warranties (Common Areas and Facilities)
6. Tax Returns

### Five Years

1. Expired Contracts
2. Personnel Records (least 3 years following the date of termination/separation)

### One to Three Years.

1. Election materials and Proxy Ballots (3 years)
2. Facility rental agreements (1 year)
3. Insurance policy (1 year)
4. Newsletters (3 years)

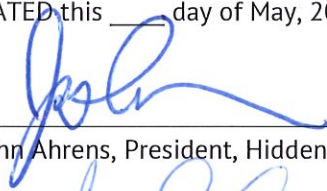
**Secure Disposal.** Whenever the Association disposes of records, it will ensure that the records are completely destroyed, preferably by shredding or incineration.

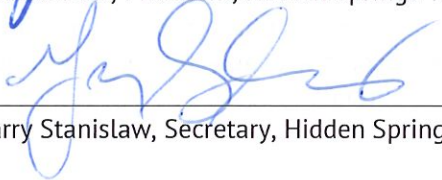
**Request to Inspect and Copy Association Records.** Refer to Member Request to Inspect and Copy Association Records.

**Publication:**

A copy of this resolution shall be sent to all Owners at their last known address, and maintained online with the other Hidden Springs policy documents.

DATED this \_\_\_\_ day of May, 2022.

  
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John Ahrens, President, Hidden Springs Town Council

  
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Garry Stanislaw, Secretary, Hidden Springs Town Council