



## **Del Webb Bexley Homeowners Association (HOA) Record Retention Policy**

### **Purpose**

The purpose of this policy is to ensure that the official records of the Del Webb Bexley are retained in compliance with statutory requirements and best practices.

### **Scope**

This policy applies to all official records of the association, including but not limited to financial documents, contracts, meeting minutes, correspondence, and membership records.

### **Retention Periods**

<b>Record Type</b>	<b>Retention Period</b>
Articles of Incorporation, Bylaws, and Amendments	Permanent
Meeting Minutes (Board and Members)	Permanent
Financial Statements and Budgets	7 years
Contracts and Agreements	7 years after expiration
Tax Returns and Filings	Permanent
Insurance Policies	7 years after expiration
Correspondence (general)	3 years
Member Records	Duration of membership + 2 years
Architectural Review Records	Duration of residence + 2 years

### **Responsibilities**

The association's secretary is responsible for maintaining and securing all records. Digital records must be backed up regularly and stored securely.

### **Access**

Members of the association have the right to access records as stipulated by state law. Requests for access must be submitted in writing and will be fulfilled within 10 business days.

### **Destruction of Records**

Records that have met their retention period will be destroyed in a secure manner, ensuring the confidentiality of any sensitive information.

### **Review and Updates**

This policy will be reviewed annually by the board of directors and updated as necessary to ensure compliance with legal requirements and best practices.