Prairie Trace Homeowners Association
Record Retention Policy

Subject: Record Retention Policy
Approved by vote on: <u>December 11, 2022</u>

<u>Purpose</u>
The purpose of this record retention policy is to outline documents retained by the HOA. By listing how information is kept and how long documents must be retained, we are ensuring the accuracy and security of important records as well as providing context for our frequently changing board members. Board members are expected to uphold this policy and follow the guidelines detailed below.

<u>Scope</u>
This policy covers any written communications created or received by our board members pertaining to any HOA activity. This can include official board communications, planning, committee and all communications between board members, committee members, neighborhood members and the public.

Members who access, contribute or manage any documents related to the records mentioned above must follow these guidelines. This policy includes but is not limited to the following types of electronic and physical records:

- financial record & receipts
- email conversations
- meeting minutes
- spreadsheets
- documents
- presentations
- any documents submitted by neighborhood members.

<u>Policy</u>
As the PTHA board has the possibility of changing every year, and as higher levels of accountability are required of leaders in general, PTHA will keep all communication record for a minimum of 5 years. This includes communications sent or received by personal email, cell phone, or any other personal devices. In order to keep the burden of retention with the HOA, all emails sent/received on personal accounts should be forwarded or carbon-copied to the HOA accounts at the time of the communications. This will shield the HOA from destroying documents unlawfully as well as building a spirit of cooperation with transitioning boards of the HOA.

As a Board Member, you are asked to agree with and commit to the above policy. Please sign below to confirm your commitment.

_____   _____   _____

Board Member signature   Board Member printed name   Date