

# Records Retention Policy

July 2012

STATE OF TEXAS           §  
  §           KNOW ALL PERSONS BY THESE PRESENTS:  
COUNTY OF DENTON       §

WHEREAS the Board of Directors of the Bakers Branch Estates Homeowners’ Association, Inc. (the “Board”) is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declaration of Covenants and Restrictions for Bakers Branch recorded under Denton County Clerk’s Index Number 2002-R0012423 in the Land Records of Denton County, Texas, and any and all supplements thereof and amendments thereto (referred to collectively as “Declaration”); and

WHEREAS, the Board of Directors (“Board”) of the Association desires to establish a policy for records retention.

NOW, THEREFORE, the Board has duly adopted the following *Records Retention Policy*.

Type of Document	Retention Length
Articles of Incorporation, CC&Rs, Bylaws, Amendments, Supplements, & plats	Permanent
Rules & regulations	Permanent
Tax returns and tax liability documents	Permanent
Annual reports	Permanent
Annual budgets	Permanent
Board meeting minutes	Permanent
Committee meeting minutes	Permanent
Architectural review letters	Permanent
Monthly financials	Permanent
Legal & contract correspondence	Permanent
State & federal identification numbers	Permanent
Newsletters	Permanent
Closed bank account information	7 years
Assessment information	7 years
Contracts	7 years
Canceled checks & electronic payment records	7 years
Bank statements	7 years
Certificates of insurance, insurance policies & settled claims	7 years
Invoices	7 years
Completed project files	7 years
General correspondence, notices & notes	3 years
Staff emails	2 years
Election ballots & proxies	1 year
Board member emails	1 year
Committee member emails	1 year
Individual homeowners records	Until owner changes