

APPROVED- ACTION BY BOARD OF DIRECTORS, APRIL 13, 2021

Sunset Lake Association

RE: SLA Paper Retention Policy

Date: April 13, 2021

Paper banking documents can be destroyed if the document is at least seven (7) years old, there is no known legal encumbrance to the document, and there is an electronic back-up of the document. Destruction will be done by shredding the document or burning.