

**Summers Landing Homeowners Association Inc.
Policy Rules and Regulations No. 2004-01
Retention and Destruction of Association Records**

The policy for Record Retention shall be divided into two categories: Short Term and Long Term.

Short Term Records shall consist of all records/files of the current year plus the three previous years. Short Term records are to be maintained by the management company under contract, presently Nest Management Services, Inc.

Long Term Records (Permanent Records) shall consist of Federal and State Tax returns older than three years and a listing of the Dues Payment Record by Lot Number.

Long Term Records shall be stored by the current Treasurer until such time as the Board determines these records should be placed in an off-site storage facility.

At the beginning of each year when the Management Company turns over the oldest year records, the Board shall appoint two Board Members to review the records received to determine if any additional records other than those listed above should be permanently retained. All other records shall then be destroyed and a Certificate of Destruction shall be prepared so stating and signed and witnessed by the two appointed Board Members.

Should a change in management companies occur, the Short Term records shall be transferred from the former management company to the new management company within a reasonable length of time after the change, but not to exceed 90 days.

The effective date of this Policy shall be September 1, 2004.

I hereby certify that this policy was duly adopted by the Board of Directors on August 24, 2004.

**BOARD OF DIRECTORS
SUMMERS LANDING HOMEOWNERS
ASSOCIATION, INC.**

By: _____
President

