

Seneca Ridge Home Owners Association Records Management

Version Control	
Issue Date	Change Description
13 Jun 2012	Initial Adoption as required by State Law

It is the policy of Seneca Ridge Home Owners Association (“SRHOA”) to maintain complete, accurate, and high quality records. Records are to be retained for the period of their immediate use, unless a longer retention period is required for historical reference, or legal requirements, or for other purposes as set forth in this policy. Records that are no longer required, or have satisfied their required periods of retention, should be destroyed in a timely and appropriate manner. SRHOA Board Members are responsible for ensuring that accurate and complete records are identified, retained, stored, protected, and subsequently destroyed, within their area of assigned responsibility and in accordance with the requirements set forth in this policy.

This policy establishes a procedure for identifying, retaining, storing, protecting, and disposing of records generated by SRHOA. This policy is necessary to ensure that SRHOA’s records management practices adhere to anticipated legal and business requirements and are conducted in a cost-effective manner.

This policy applies to all SRHOA Board Members who are responsible for the continuing organization and conducting the SRHOA business.

ROLES AND RESPONSIBILITIES

Role	Responsibility
SRHOA President	Administers the Records Management policy. Serves as liaison between SRHOA and Homeowners for Record activities and policy review.
SRHOA Officers	Manage SRHOA Records during their tenure and transfer of records at time of separation. Secure all pertinent records related to the office held.
SRHOA Board Members	Comply with this policy in the retention, use, transfer, and disposition of all records.

PROCEDURES/INSTRUCTIONS

Personnel

SRHOA President

The SRHOA President is responsible for administering the Records Management Policy and serving as the liaison between SRHOA and Homeowners for record activities and policy review. The SRHOA President shall periodically review and update the Records Management policy as needed to implement changes that have been recommended by SRHOA Board and the SRHOA Legal Council, or by Virginia Statute. Coordinate and provide guidance to SRHOA Officers and Board Members concerning this policy.

SRHOA Officers

SRHOA Officers will implement the activities required under this policy. Unless otherwise retained by the SRHOA President the SRHOA Officers shall handle all record management functions for all major activities within the specific area of responsibility. The SRHOA Officers will perform the following functions.

- Coordinate records management activities within their respective office and gather record-related information as necessary to implement this policy.
- Assist SRHOA Board Members in conducting record reviews for disposition.
- Assist with the transfer of records to and from retention, inclusive of final disposition activities.

All SRHOA Board Members

- Ensure that SRHOA Records are retained, used, transferred, and disposed in accordance with this policy
- Know the category of records they maintain and comply with procedures for records retention and record disposition. To include any personal information, as defined under Virginia state law, is securely disposed of, or when retained under this policy, appropriately redacted or encrypted.
- Bring to the attention of SRHOA President, SRHOA Officers, and SRHOA Board Members any records that they feel qualify as a Retained Record and any other necessary updates/corrections to the SRR or this policy.

Types of Records

What is a Record?

- A “record” is any form of recorded information created or maintained for use at a later time, including paper, photographs, maps, computer disks, recorded, or other electronic media information originated or received by SRHOA reflecting the business operations, activities, or position of SRHOA.
- Regardless of whether an SRHOA Board Member believes a document or other recorded information constitutes a record of SRHOA, if the SRHOA Board Member

is aware that the document or other recorded information is relevant to a potential or pending lawsuit or investigation, the SRHOA Board Member must take reasonable steps to preserve that data.

What is Not a Record (Non-Record)?

- Any documents or material, including electronic communications, that do not specifically and directly reflect the business operations, activities, or position of SRHOA are not records of SRHOA and are not subject to this policy. These materials may be retained or destroyed at the SRHOA Board Member discretion.

What is a Retained Record?

- Retained Records are maintained as the official records of the SRHOA business operations. They are records that been specifically identified, described, and categorized within the Standard Record Report (SRR) and have a defined retention period compliant with prevailing state, and legal requirements. At the time a record is generated, it is suggested that the SRR be consulted so it is known whether such a record constitutes a Retained Record.
- If a record does not appear on the SRR, it is not a Retained Record and there are no retention obligations imposed by this policy. SRHOA Board Members are encouraged to destroy such records as soon as practicable, however they may be kept by the SRHOA Board Member as necessary for immediate use or historical reference purposes. Once a record is no longer needed by an SRHOA Board Member, it shall be destroyed in a timely and appropriate manner, assuming the record is not otherwise subject to a Record Hold Order as provided in this policy.

What is a Vital Record?

- Vital Records are those subsets of Retained Records that have been identified as essential for the continuation or survival of the SRHOA in the event of a disaster. Such records are necessary to recreate the SRHOA's legal and financial status and to determine the rights and obligations of Officers, Board Members, and other stakeholders.
- The Standard Record Report will identify those Retained Records that have been identified as Vital Records.
- Each SRHOA Officer and Board Member is responsible for knowing the Vital Records for which they are responsible. The Record Owner will make a reasonable attempt to have the back-ups to the original record.

Standard Record Report (SRR)

The Standard Record Report (SRR) identifies Retained Records of the SRHOA and divides them into categories that reflect the various functions within SRHOA offices.

- Within each category, each type of Retained Record has been identified and assigned a retention period that reflects the practical business needs for the record, as well as any requirements imposed by law. The retention period is the total retention period for keeping Retained Records of the SRHOA.

- Retained Records are to be stored in an environment designed to minimize the chance of loss, damage, or deterioration.
- The SRHOA Officer who has the primary responsibility for the record's retention, backup, and disposal will be identified.
- All retention periods are stated in terms of "years" unless otherwise noted.
- Records not specifically identified in the SRR are for historical and individual use only and are not subject to this policy.

Updating the Standard Record Report

The SRHOA Board will be responsible for reviewing and updating, on an annual basis, the records listing (SRR), as needed. New Retained Record nominees will be submitted for consideration by SRHOA Board as will requests for revisions to the (SRR). The SRR has been developed and approved by the SRHOA Board based on legal and business requirements. Any and all revisions to the (SRR), additions, deletions, changes, or questions must be directed to the SRHOA president who, in consultation with the SRHOA Board, may approve such revisions, additions, deletions, or changes to the SRR.

Retained Records Destruction Confirmation

Once a SRHOA Officer confirms that a Retained Record is eligible for destruction and it is not subject to a Record Hold Order, the record may be destroyed.

Records Hold Orders

Records that are subject to litigation, investigation, or audit cannot be altered, concealed, mutilated, or destroyed, even when otherwise permitted by the Records Retention period.

Electronic Retained Records

Retained Records in electronic format should be stored by either one of two methods.

- The first method would be to print a hard copy of the record, file it, and then destroy the electronic version of the record.
- The second method would be to save the Retained Record to an electronic retention area (i.e., personal folders within Outlook, individual's hard drive, or a server site, etc.).

Special Issues Affecting the Retention of Electronic Mail

- E-mail is a tool of communication and not a system for record keeping. Therefore, records using an E-mail system have special guidelines.
- E-mail created or received will be considered non-record unless a SRHOA Board Officer determines that it is a record.
- SRHOA Board Officers shall determine whether e-mail messages are records within 60 days of creation or receipt.
- SRHOA Board Members creating e-mail records, retained or otherwise, shall ensure that the content of the e-mail accurately and professionally reflects the business and position of the SRHOA

Standard Record Report

Record	Type	Owner	Retention Period
HOA meeting Minutes	Retained	SHOA Secretary	Permanent
Election Proxies	Retained	SHOA Secretary	1 YR
Written Complaints	Retained	SHOA Secretary	1 yr After Action
Request for Access to Books and Records	Retained	SHOA Secretary	3 YR
Plat	Vital	SHOA Secretary	Permanent
Deed of Dedication	Vital	SHOA Secretary	Permanent
Policy Resolutions	Vital	SHOA Secretary	Permanent
Annual Treasurer Reports	Retained	SHOA Treasurer	Permanent
Invoices	Retained	SHOA Treasurer	7 YR
Homeowner Sales Packet Cover Pages	Retained	SHOA Treasurer	1 YR
Legal Correspondence	Retained	SHOA Treasurer	Permanent
Tax Returns	Retained	SHOA Treasurer	7 YR
Audits	Retained	SHOA Treasurer	7 YR
CICB Certificate of Filing	Retained	SHOA Treasurer	7 YR
CICB Annual Reports	Retained	SHOA Treasurer	7 YR
General Ledgers	Vital	SHOA Treasurer	Permanent
Financial Statements	Vital	SHOA Treasurer	7 YR
HOA Insurance Policy Declarations	Vital	SHOA Treasurer	4 Yr After Expiration
Articles of Incorporation, Covenant & By-Laws	Vital	SHOA Treasurer	Permanent
Current Membership Records	Vital	SHOA Treasurer	On-Going
Reserve Studies	Retained	Common Grounds Chairman	10 YR
Contractor Insurance Declarations	Retained	Common Grounds Chairman	7 YR After Expiration
Contracts	Vital	Common Grounds Chairman	7 YR After Expiration
ARC Violations	Retained	ARC Chairman	3 YR After Resolution
ARC Application	Retained	ARC Chairman	3 Yr After Decision