

WATERGATE AT LANDMARK CONDOMINIUM
UNIT OWNERS ASSOCIATION

GENERAL RESOLUTION NO. 125

RECORDS RETENTION POLICY

October 26, 1999

RESOLVED, by the Board of Directors of Watergate at Landmark Condominium Unit Owners Association:

THAT, the Board of Directors approves a "Records Retention Policy," for all Watergate at Landmark files and records. Upon approval of the policy, Management will begin reviewing and destroying unnecessary documents, which have exceeded their retention dates.

Motion by Brown, Supported by Sarma

YEA	MEMBER	NAY
<u>X</u>	Blewett	_____
<u>X</u>	Brown	_____
<u>X</u>	Foote	_____
<u>X</u>	Langford	_____
<u>X</u>	Lert	_____
<u>X</u>	Marcin	_____
<u>X</u>	Pearson	_____
<u>X</u>	Tesler	_____
<u>X</u>	Sarma	_____

x Motion declared adopted
_____ Motion declared failed

Dorothy Boyd
Attested

WATERGATE AT LANDMARK CONDOMINIUM
211 Yoakum Parkway
Alexandria, Virginia 22304

M E M O R A N D U M

TO: All Directors

FROM: Alexander M. Earle, Jr., General Manager *am Earle*

RE: File Maintenance and Record Keeping Policy

DATE: November 15, 1999

The purpose of this memorandum is to outline Watergate at Landmark's policy as it pertains to file maintenance and record keeping as approved at the October 26, 1999 Board of Directors meeting. Below is a list of files and the disposition for each.

Watergate at Landmark will keep all records based on the time-frame specified in this memorandum.

Access & Admittance logs	1 year
Accounts payable invoices	7 years
Accounts payable ledger	7 years
Accounts receivable	7 years
Accounts receivable ledger	7 years
Accident reports/claims	7 years
Ad Hoc committee records	7 years
Annual reports	10 years
As built drawings	Permanent
Attendance records	7 years
Balance sheets	7 years
Bank deposits	7 years
Bank statements and reconciliation	7 years
Benefit plans and supporting documents	Period of plan plus 1 year beyond separation, or 6 months after filing of document whichever is first
Board agenda packages & minutes	Permanent
Bylaws	Permanent
Budget Files	Permanent
Cash receipt journals	7 years
Check register	7 years
Checks expense	10 years
Checks paid/cancelled	7 years
Checks payroll	7 years
Checks voucher	7 years

CPA Audits	Permanent
Committee meeting minutes	7 years
Consultant reports	Permanent
Covenants Committee records	Permanent
Contracts-vendors	7 years
Employment applications	3 years from date of hire of successful applicant. (Notices of vacancies, newspaper ads)
Employment taxes	7 years
EEO Files Re: Complaints, charges	3 Years from resolution of employment dispute
Financial Statements (monthly)	3 years
Financial Statement (annual)	Permanent
Fire prevention program	7 years
General correspondence	1 year
Inventory records	7 years
Insurance Policies (expired)	3 years
I-9 Authorization Form	1 Year from date of separation or 3 from date of hire whichever is later.
Job descriptions	3 years
Litigation/Court Cases	Permanent
Logs of work-related injuries and illnesses (OHSA) Forms 200 and 101)	5 Years beyond year log refers to (except for employees claims)
Medical Exam Records (e.g. drug test for bus drivers)	30 years beyond separation of employment
Payroll records and summaries	7 years
Petty cash records	7 years
Pension/profit sharing plans	Permanent
Personnel Files (confidential, non-confidential)	7 years from the date of separation
Protection - Badge list	7 years
Purchase orders	7 years
Office equipment records	7 years
Organization charts	Permanent
Supply request	1 year
Tax returns	7 years
Telephone records	7 years
Time cards	7 years
Unit files	Permanent
Work orders	3 years