

**GAME TRAIL ASSOCIATION  
RULE AND REGULATION 13-03  
RETENTION OF RECORDS POLICY**

The purpose of this policy is to establish a retention of records policy for GTA books, records and documents.

The records of GTA will be retained for the periods identified below in either paper or electronic format (PDF or its equivalent):

Records to be retained indefinitely include the following:

- Annual Reviewed Financial Statements
- Architectural Control Policies (Current and Past)
- Board of Director Meeting Minutes
- Fixed Asset Schedule
- Governing Documents including superseded Rules and Regulations
- Lien Filings and Releases
- Variances requested, granted and denied
- Water Agreements, Contracts, Decrees, Permits and Associated Documents

<b>RECORD</b>	<b>RETENTION PERIOD</b>
August Annual Meeting Membership Mailing	Most recent 4 years
Annual January Assessment Membership Mailing	Most recent 4 years
Bank Statements	Most recent 7 years
Contracts	Most recent 7 years
Election Ballots, Proxies and Voting Records	Most recent year
Insurance Claims (Settled)	Most recent 7 years
Newsletters	Most recent 5 years
Receipts and Expenditures (General Ledger Detail)	Most recent 10 years
Reserve Analysis Studies	Most recent 10 years
Tax Returns	Most recent 7 years
Water Related Reports Submitted to the State which includes but is not limited to: Annual Water Quality Report, Annual Water Pumping Letter, Monthly Water Pumped Report, and Outside Water Usage Reports	Most recent 10 years

The year of retention is the calendar year and coincides with GTA's fiscal year. By July 1<sup>st</sup> of each calendar year the GTA Financial and Administrative Assistant (Assistant) shall purge and destroy all GTA records that have become outdated according to the above retention policy based on the calendar year.

GTA Property Ownership files going forward will consist of at least the following documents:

- Correspondence between a member (current and past) and the GTA Board
- New Member Contact letter that itemizes attachments provided
- New owner contact information when property is transferred
- Transfer of ownership information for all previous owners
- Water Services Agreement that have been executed

GTA Property Architectural files will be maintained indefinitely although bulky samples of building materials will be removed as long as they are identified or described in either an Architectural Control Committee application and/or an approval or denial letter.