



Tamarack Triangle Civic Association (TTCA)

Record Management Policy

I. PURPOSE

The purpose of this Record Management Policy is to promote proper management, retention, preservation, and disposal of TTCA records. Effective record management involves organizing, storing, and securing all types of records, including governing and legal documents, meeting minutes and financial records, ensuring efficient retrieval and compliance with relevant regulations.

II. APPLICATION

This policy applies to all records generated during TTCA operation. This policy applies to all TTCA records, including paper-based and electronic systems.

III. RESPONSIBILITY

An assigned member of Executive Management team (Record Management Officer) is responsible for TTCA record management.

Each officer, or designee, holds the following responsibilities under this policy:

- Develop and implement the TTCA record management practices to conform to this policy.
- Manage paper records.
- Manage electronic records.

- Various official records are created and maintained in an electronic format. These include documents on a computer hard drive, email and its attachments, and documents that have been scanned and reside on removable storage media. These files shall be maintained on a Dropbox shared folder with access available to TTCA Executive Management members.
- Ensure Executive Management members understand and implement this policy.
- Work with all members to ensure the transfer to the archives of any records of historic value and/or documents that are to be maintained permanently.
- Ensure the destruction of inactive records that have no archival value upon passage of the applicable retention period.

IV. TYPES OF RECORDS TO MANAGE

- **Governing Documents:** Articles of Incorporation, Declarations, Bylaws, and any amendments.
- **Meeting Records:** Minutes from board meetings and membership meetings.
- **Financial Records:** Tax returns, budgets, contracts, assessment information, bank records.
- **Legal Records:** Records related to legal actions or potential litigation.
- **Other Important Documents:** Contracts (management, landscaping, insurance), election ballots, association newsletters.

V. RETENTION SCHEDULES

- **Permanent Records:** Governing documents, meeting minutes, and tax returns should be maintained permanently.
- **Varying Retention Periods:** Other important documents should be kept for specific durations, such as contracts (at least 7 years after

expiration), financial records (at least 7 years), election ballots (at least 4 years), and association newsletters (3 years).

- **Legal Matters:** Records related to legal action or potential litigation should be reviewed on a case-by-case basis and retained until legal counsel advises otherwise.

VI. ATTACHMENT 1 – List of historical (Legal, financial, informational) documents on file.

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Approved by: TTCA Executive Management

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