



COPY

**DOCUMENT RETENTION POLICY**  
**DOWNEY'S CANEY CREEK CLUB LOT OWNERS ASSOCIATION**  
25150 Highway 457 Sargent, Texas 77414

This policy specifies how Downey's Caney Creek Club Lot Owners Association will store Association records.

The following types of documents will be retained for the following periods of time.

<b>ACCOUNTING</b>	<b>RETENTION PERIOD</b>
Account records of current owners	5 Years
All other financial books & records	7 Years
<b>CORPORATE RECORDS</b>	
Certificates of formation & all amendments	Permanent
By Laws & all amendments	Permanent
Restrictive covenants & all amendments	Permanent
Minutes of meetings of the owners and the board of directors	7 Years
<b>LEGAL</b>	
Contracts with a term of one year or more	4 Years after expiration of contract term
<b>PERSONNEL</b>	
Employee earnings/payroll records	3 Years
Time Cards/sheets	3 Years
Form I-9	3 Years after date of hire or 1 year after date of termination, whichever is later
<b>TAXES</b>	
Income tax returns, audit records and canceled checks (federal, state & local)	7 Years
Payroll tax returns	4 Years

Hardcopies of all of the records listed above will be stored at the Association office, 25150 Highway 457, Sargent, Texas 77414 for the duration of the Document Retention Schedule. In the event that the Downey office building is sold the Association will retain a *Professional Records Storage Company* to retain the records.

Financial books and records, Minutes of meetings of the owners and the Board of Directors, ByLaws and all amendments and Restrictive covenants and all amendments will also be available for the duration of this Document Retention Schedule on the Association website.  
[www.dcccloa.com](http://www.dcccloa.com)

This is to certify that the foregoing Document Retention Policy was adopted by the Board of Directors, effective as of 12/1, 2012, and shall continue thereafter until such date as it may be modified, rescinded or revoked.

The Board of Directors hereby approves and authorizes the above Policy.

Signed this 10 day of December, 2012

Downey's Caney Creek Club Lot Owners Association

By: Ruth Risinger

Ruth Risinger  
President

STATE OF TEXAS  
COUNTY OF MATAGORDA

SWORN TO AND SUBSCRIBED BEFORE ME on the 10<sup>th</sup> day of DECEMBER 2012.

D. Lamar Brown  
Notary Public, State of Texas

