

DREAMLAND VILLA RETIREMENT COMMUNITY

Administrative Policy and Procedure

Subject: Record Retention

Adopted: June 13, 2023

Amended: _____

I. Policy Statement:

This policy is to ensure that necessary records and documents of Dreamland Villa Retirement Community are adequately protected and maintained and to ensure that records that are no longer needed are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of Dreamland Villa Retirement Community in understanding their obligations in retaining documents - including final construction documents, e-mail, Web files, text files, PDF documents, and all Microsoft Office or other formatted files.

II. Procedure:

A. Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention, and disposal schedule for physical records of Dreamland Villa Retirement Community and the retention and disposal schedule of electronic documents. The Office Manager oversees the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Office Manager is also authorized to make modifications to the Record Retention Schedule from time to time to ensure that it follows local, state and federal laws and includes the appropriate document and record categories for Dreamland Villa Retirement Community; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

B. Suspension of Record Disposal in Event of Litigation or Claims

In the event Dreamland Villa Retirement Community is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Dreamland Villa Retirement Community or the commencement of any litigation against or concerning Dreamland Villa Retirement Community, such employee shall inform the Office Manager and any further disposal of documents shall be suspended until such time as the Office Manager, with the advice of the Board of Directors determines otherwise. The Office Manager shall take such steps as are necessary to promptly inform all staff of any suspension in the further disposal of documents.

C. Applicability

This Policy applies to all physical records generated during Dreamland Villa Retirement Community operation, including both original documents and reproductions. It does not apply to independent contractor records as we rely upon the management of third-party vendors to set appropriate retention policies for their members. It also applies to the electronic documents described above.

APPENDIX A - RECORD RETENTION SCHEDULE
A. ACCOUNTING AND FINANCE

Record Type	Retention Period
Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Plans and Budgets	2 years
Bank Statements and Canceled Checks	7 years
Charts of Accounts	Permanently
Depreciation Schedules	Permanently
Employee Expense Reports	7 years
Financial Statements (annual)	Permanent
General Ledgers	Permanent
Interim Financial Statements	7 years
Invoices to Clients	7 years
Investment Records	7 years after sale of investment
Inventory Records	7 years
Internal Audit work papers and findings	7 years after completion
Loan Payment Schedules	7 years after payoff

B. BUSINESS RECORDS

Record Type	Retention Period
Business Records (minute books, signed minutes of the Board and all committees, business seals, articles of incorporation, bylaws, annual business reports)	Permanent
Licenses and Permits	Permanent
Agreements of Understanding (Joint Ventures, LLC's, etc.)	Permanent

D. CORRESPONDENCE

General Principle: Most correspondence (external and internal) should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (13 years after project completion). It is recommended that records that support a particular project be kept with the project and take on the retention time of that particular project file.

Correspondence or memoranda that do not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded *within two years*. Some examples include:
 - Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
 - Form letters that require no follow-up.
 - Letters of general inquiry and replies that complete a cycle of correspondence.
 - Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
 - Other letters of inconsequential subject matter or that close correspondence to which no further reference will be necessary.
 - Chronological correspondence files.

Please note that copies of interoffice correspondence and documents where a copy will be in the originating department file should be read and destroyed, unless that information provides reference to or direction to other documents and must be kept for project traceability.

2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

E. ELECTRONIC DOCUMENTS

1. **Electronic Mail:** Not all email needs to be retained, depending on the subject matter.
 - Staff will strive to keep all but an insignificant minority of their e-mail related to business issues.
 - Staff will not store or transfer Dreamland Villa Retirement Community related e-mail on non-work-related computers except as necessary or appropriate for Business purposes.
 - Staff will take care not to send confidential/proprietary Business information to outside sources.
 - Any e-mail staff deem vital to the performance of their job should be copied to the staff's thumb drive.
2. Electronic Documents: including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.
 - **PDF documents** – The length of time that a PDF file should be retained should be based upon the content of the file and the category under the various sections of this policy.

- **Text/formatted files** - Staff will conduct annual reviews of all text/formatted files (e.g., Microsoft Word documents) and will delete all those they consider unnecessary or outdated. After five years, all text files will be deleted from the network and the staff's desktop/laptop. Text/formatted files the staff deems vital to the performance of their job should be printed and stored in the staff's workspace.
- **Web Page Files: Internet Cookies** All workstations: Internet Explorer should be scheduled to delete Internet cookies once per month.

Dreamland Villa Retirement Community does not automatically delete electronic files beyond the dates specified in this Policy. It is the responsibility of all staff to adhere to the guidelines specified in this policy.

F. LEGAL FILES AND PAPERS

Record Type	Retention Period
Legal Memoranda and Opinions (including all subject matter files)	10 years after close of matter
Litigation Files	10 years after expiration of appeals or time for filing appeals
Court Orders	Permanent
Requests for Departure from Records Retention Plan	10 ears

G. MISCELLANEOUS

Record Type	Retention Period
Consultant's Reports	2 years
Material of Historical Value (including pictures, publications)	Permanent
Policy and Procedures Manuals – Original	Current version with revision history
Policy and Procedures Manuals - Copies	Retain current version only
Annual Reports	Permanent

H. PERSONNEL RECORDS

Record Type	Retention Period
Benefit Plans	Permanent
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding	6 years after separation

Record Type	Retention Period
information, garnishments, test results, training and qualification records) Employment Contracts – Individual	7 years after separation

I. PROPERTY RECORDS

Record Type	Retention Period
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Original Purchase/Sale/Lease Agreement	Permanent
Property Insurance Policies	Permanent

J. TAX RECORDS

General Principle: Dreamland Villa Retirement Community must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

Record Type	Retention Period
Tax-Exemption Documents and Related Correspondence	N/A
IRS Rulings	Permanent
Excise Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns - Income, Franchise, Property	Permanent
Tax Work paper Packages - Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent