



KINGSPARK & WHITEHALL CIVIC IMPROVEMENT ASSOCIATION

PO BOX 655 ♦ FRIENDSWOOD, TX 77549



2011064827

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STATE OF TEXAS
COUNTY OF GALVESTON
RECORD RETENTION POLICY

In accordance with Texas Property Code §209.005(i,m) this Record Retention Policy was officially adopted and approved by the Board of Directors for Kingspark & Whitehall Civic Improvement Association, Inc. on the 13th day of December, 2011.

RECORD	RETENTION PERIOD
Certificate of Formation/Articles of Incorporation, Bylaws, Policies, Residential Covenants, and all other legal documents pertaining to the formation and operation of the Association and their amendments and replacements	PERMANENTLY
Association Tax Returns, Tax Audits, 1099 Copies, and all other documents pertaining to the preparation of taxes.	SEVEN (7) YEARS
Financial Books, Records, Payables, and all documents pertaining to the immediate financial operations of the Association.	SEVEN (7) YEARS
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a term of less than one year	TWO (2) YEARS AFTER CONTRACT EXPIRATION
Contracts with a term of more than one year	FOUR (4) YEARS AFTER CONTRACT EXPIRATION
Minutes of Member Meetings, Board Meetings, and Executive Meetings	SEVEN (7) YEARS

