



**Document Retention Policy**  
**(for all clients of Berkeley Property Management, LLC)**  
**Originally Effective: January 1, 2012**

**Reconfirmed, Edited & Officially Published: November 11, 2017**

All HOA records, either hard copy or soft copy, are saved at the Berkeley office, located at 101 Market Street, Chapel Hill, NC 27516 for a period of current year (ex, 2017) and three full prior years (ex, 2016, 2015, 2014). No records are kept outside of this policy. Note, on January 31, 2018 the records for 2014 will be deleted. This will continue annually (ex, 2015 records drop out in 2019, etc.)

Individual HOA clients are always encouraged to save their own records, normally via the Board Secretary and/or Board Treasurer for as long as they feel is appropriate. Berkeley is happy to allow its clients to come to make copies of any HOA records before they are permanently deleted from Berkeley files.

It is the strong recommendation of Berkeley that all important information for any HOA be included formally in the Board Meeting Minutes, which are published after each formal Board Meeting. Berkeley posts those minutes & provides unlimited document storage for all Board Meeting Minutes (for example one of our clients has HOA documents posted online going back to 2004). However, the creation of these minutes, approval of these minutes & sharing of these minutes with Berkeley, is the sole responsibility of the appropriate HOA Board of Directors.

Last, Berkeley does publish each month to each HOA a formal Manager Report, which includes any important information Berkeley feels it should capture and share with the entire HOA, not just the Board. These formal documents are created monthly & posted on the various HOA websites. As stated previously any documents stored online are part of the unlimited storage Berkeley provides to all HOAs. These documents will never be removed from the HOA websites.