

CANOA SECA ESTATES II, INC.

3800 S. VIA DEL TEJEDOR - GREEN VALLEY, AZ 85622

POLICY NAME: RECORD RETENTION

EFFECTIVE DATE: 4-11-2019

Document Type & Category	Retention	Document Type	Retention
Corporation Records		Financial Records Cont'd	
Annual Reports	CSEII Life	Cash Books	CSEII Life
Ballots, envelopes, related material and Sign in Rosters Electronic voting summary	1 year	Checks (canceled & routine)	7 years
By-Laws	CSEII Life	Checks (canceled, important)	CSEII Life
CC&Rs (Conditions, Covenants & Restrictions)	CSEII Life	Depreciation Schedules	CSEII Life
CC&Rs Violations/Appeals	CSEII Life	Duplicate Deposit Slips	1 year
Contracts & Leases	3 years after expired	Financial Statements - Annual	CSEII Life
Corporate Records (Incorporation Docs)	CSEII Life	Financial Statements - Monthly	7 years
Governing Documents	CSEII Life	General & Subsidiary Ledgers	CSEII Life
GVR Room Contracts/Agreements	2 years	General Journals (GL)	CSEII Life
HOPA attestations (Housing for Older Persons Act)	2 years	Investment Statements	7 years
Minutes of Board & Membership meetings, including attendees	CSEII Life	Invoices	7 years
Owner of Record review	2 years	Reserve Studies	CSEII Life
Plat Maps	CSEII Life	Tax Returns (Federal & State) and Worksheets	CSEII Life
Resale forms & buyer attestations	7 years	Legal Records	
Correspondence Records		Accident Reports	7 years
Correspondence (general)	3 years	Correspondence (legal matters)	CSEII Life
Surveys of Homeowner Opinions	3 years	Insurance Policies (expired)	3 years
Financial Records		Insurance Records, Claims, Policies	CSEII Life
Accounts Payable/Receivable Ledgers	8 years	Maintenance/Facility Records	
Assessment (Dues, Other Info)	7 years	ARC Compliance Checks, once resolved	6 years after resolved
Audit Records - External (CPA)	CSEII Life	ARC Variance Requests, once ended (e.g., permanent or temp)	6 years after end date
Audit Records - Internal (Financial Review Com)	3 years		
Bank Statements (Checking & Savings)	1 year as needed		
Budgets	7 years		