

Community Systems, Inc.		
Records Retention Policy		
		Bring to Building After:
Budgets	Permanent	Keep at CSI
Legal Matters	Permanent	2 Years from Close
Declaration	Permanent	Keep at CSI
Public Offering Statement	Permanent	Keep at CSI
Bylaws	Permanent	Keep at CSI
Amendments	Permanent	Keep at CSI
Rules & Regs	Permanent	Keep at CSI
Certificate of Occupancy	Permanent	Keep at CSI
Deeds	Permanent	Keep at CSI
Licences and Corp. Formation Docs	Permanent	Keep at CSI
Yr End Tax Returns	Permanent	5 years
Payroll Tax Returns	Permanent	5 years
Board Meeting Minutes	Permanent	5 years
Annual Meeting Minutes	Permanent	5 years
Yr. End Audits	Permanent	Keep at CSI
Yr. End Financial Statements	Permanent	5 years
Rules & Regs	Permanent	Keep at CSI
Real Estate Tax File	Permanent	5 years
Memos to Owners	Permanent	5 years
Correspondence to Current Owners	Permanent	5 years
Environmental Reports	Permanent	Keep at CSI
O & M Plans, Environmental	Permanent	Keep at CSI
Specifications, Plans, Plats	Permanent	Keep at CSI
Payroll Time Sheets	7 Years	3 years
Monthly Financial Statements	7 Years	2 years
Settled Insurance Claims	7 Years	2 years
Insurance Policies	7 Years	2 years
Invoices	7 Years	3 years
Bank Statements	7 Years	2 years
Cancelled Checks	7 Years	2 years
Committee Reports	3 Years	
General Correspondence	3 Years	
Prior Owner Unit Files	3 Years	
Expired Contracts	3 Years	

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