

RECORD	DESCRIPTION	RETENTION PERIOD
Documents Permanent	Includes Covenants, Declaration, Bylaws, Amendments, Marina Advent of Article of Inc., Amended & Restated Bylaws.	Permanent on Website
Meetings and Events Calendar		Monthly calendar kept current
Yearly Operation Budgets	Budgets available from 2014 - 2021	Copies on web site 5 to 7 years
DCB Minutes	On website current back to January 2020	7 years (Electronic & Paper version)
Marina Documents	Marina Agreement, Marina Covenant 1999, Marina Covenant Supplement & Grant of Easement	Permanent
Benchmark Survey of Residents	Posted 2019 & survey raw data	3 years
Copy of Town Hall Meetings	February 3, 2021- on website	Copied over at next Town Hall
Water Use Agreements	1991, April 19, 2019- Windward Village Salinity readings for all of 2020/2021	
Owner Newsletter/Chronicle	Electronically 2019, on web back to January 2020	1 rolling year
Listing of Committee Members	Yearly appointment with liaison and rep	Posted yearly
Committee Minutes	Sandra to transfer	6 months
Board Meeting Minutes	2014-through current on web	7 years
Rules & Regulations	Updated upon request	Current version
Security Information	Current policies	
New Owner Info	Section included on website	
Frequently Asked Questions	1 Year	Inspected Monthly - 1 year
Garbage	1 Year & link to Solid Waste	Inspected Monthly - 1 year
Hotwire Package	1 Year	Inspected Monthly - 1 year
Golf Cart Registration	Form on website	inspected/Updated Yearly