JLPOA
RECORDS RETENTION

RECORD	DESCRIPTION	RETENTION PERIOD
Documents	Includes Covenants, Declaration, Bylaws, Amendments,	Permanent
	Marina Advent of Article of Inc., Amended & Restated	
	Bylaws.	
Meetings and Events Calendar	Website	Monthly calendar kept current
Yearly Operation Budgets	Website	Available up to 7 years
DCB Minutes	Design Control Board Minutes - Website	Available up to 7 years
Town Hall/Annual Meeting	Website - Minutes & Annual Meeting Power Point	
Water Use Agreements	Website	Permanent
The Chronicle Newletter	Website	1 rolling year
Listing of Committee Members	Yearly appointments with Liaisons	Posted yearly
Committee Minutes	Website	1 rolling year
Board Meeting Minutes	Website	1 rolling year
Rules & Regulations	Updated as requested	Current Version
Security Information	Website	Current Policies