**Records Retention Policy**

**Resolution:** Pine Creek Ranch Board of Directors shall adopt and maintain a Records Retention Policy compliant with the Utah Community Association Act (COA) and the Utah Revised Non-Profit Corporation Act (URNCA).

**Records Retention Policy**: A Records Retention Schedule shall be created and maintained. The Schedule will identify association records to be maintained, the length of retention for each record, the location of maintained records, inspection rights of property owners, and any assessed copy fees. All records may be maintained using a digital format but must remain unaltered from the original document and must be capable of being converted into written form. Audio recordings shall be maintained only for and until a permanent written record has been created.

A current property owner may submit a request to access maintained records by submitting a request in writing to the Board Secretary. Requested records shall be made available to the property owner within 15 days of receipt of request. At least one member of the Board, as appointed by the Board President, shall be present during any records inspection. The records inspection shall take place at a mutually agreed upon location or at the location of a regularly scheduled board meeting. Reasonable fees may be charged for copying and inspection expenses as listed in the Records Retention Schedule.

Effective Date: June 13, 2015 going forward.