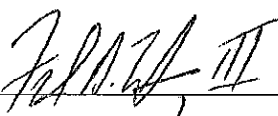


McCormick Ranch Property Owners' Association, Inc.

Record Retention Policy

File Name	Current File	Storage
Accounts Receivable	4 years	7 years
Annual Reports (Audits)	5 years	Permanently
Architectural Submittals	Current Owner	
Articles of Incorporation	Permanently	
As-Built Specification Plans	Permanently	
Assessment Information	4 years	7 years
Assessment Status	4 years	7 years
Bank Reconciliation	1 year	1 year
Board of Directors (Previous)		Permanently
Board of Directors Terms of Office	3 years	Permanently
Budget	1 year	Permanently
Cancelled Checks and Bank Statements	1 year	7 years
Cash Disbursements Journal	1 year	Permanently
Cash Receipts Journal	1 year	Permanently
Certificates of Insurance	1 year	7 years
Committee Members	1 year	7 years
Contracts	1 year	7 years
Correspondence: General Matters	1 year	3 years
Correspondence: Legal and Contract	1 year	Permanently
Declaration	Permanently	
Deeds	Permanently	
Developer Information	Permanently	
Election Materials (Petitions, Ballots, etc.)	1 year	7 years
Employee Applications	1 year	1 year
Employee Files	1 year	7 years
Federal Income Tax Returns	3 Years	Permanently
Monthly Financial Statements	1 year	7 years
General Ledgers	1 year	Permanently
General Journals	1 year	Permanently
Government Statutes and Ordinances	Permanently	
State and Federal Identification Numbers	Permanently	
Insurance Policies	1 year	7 years
Open Insurance Claims	Until Settled	
Settled Insurance Claims	1 year	7 years
Investment Statements & Closed CD's and Money Markets	1 year	7 years
Supply Invoices	1 year	7 years
Leases (Unexpired)		Until Expired
Leases Expired (Copier/Scanner)	7 years	
Lot Files (Architectural approval and Denials)	Permanently	
Open Legal Files	Until Closed	
Closed Legal Files	1 year	Permanently

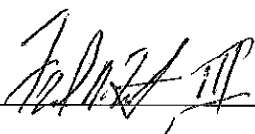
Signed  Dated 9-28-11

McCormick Ranch Property Owners' Association, Inc.

Record Retention Policy

Mailing Lists	1 year	
Board Meeting Minutes	1 year	Permanently
Newsletters	1 year	3 years
Payroll Records	1 year	7 years
Personnel Policy	Permanently	
Plat of Survey	Permanently	
Proposals	1 year	7 years
Purchase Orders	1 year	1 year
Real Estate Taxes	1 year	7 years
Removal of Directors	1 year	
Reserve Study	Permanently	
Retirement Plan Documents	Permanently	
Rules and Regulations	Permanently	
State Income Tax Returns	3 years	Permanently
State and Federal Unemployment Taxes	3 years	Permanently
State and Federal Withholding Taxes	3 years	Permanently
Unexpired Warranties		Until Expired
Expired Warranties	7 years	

Signed



Dated

9/28/11