

RETENTION SCHEDULE OF DOCUMENTS FOR LOCKE MT. RANCH POA

FILE NAME	CURRENT FILE	STORAGE
Annual Reports	2 Years	Permanently
Article of Incorporation	Permanently	
Bank Reconcillations	1 Year	7 Years
Budget	1 Year	Permanently
Canceled Checks and Bank Statements	1 Year	7 Years
Cash Disbursement Journal	1 Year	Permanently
Cash Receipts Journal	1 Year	Permanently
Certificates of Insurance	1 Year	7 Years
Committee Reports	1 Year	3 Years
Contracts	1 Year	7 Years
Correspondence: General Matters	1 Year	3 Years
Correspondence: Legal and Contract	1 Year	Permanently
Delaration	Permanently	
Deeds	Permanently	
Duplicate Deposit Tickets	1 Year	1 Year
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 Journals	1 Year	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 Passbooks	1 Year	7 Years
Supply Invoices	1 Year	7 Years
Unexpired Leases		Until Expired
Expired Leases	7 Years	
Open Legal Files	Until Closed	
Closed Legal Files	1 Year	Permanently
Mailing Lists	1 Year	
Management Notices	1 Year	3 Years
Board Meeting Minutes	1 Year	Permanently
Newsletters	1 Year	3 Years
Payroll Records	1 Year	7 Years
Plat of Survey	Permanently	
Proposals	1 Year	7 Years
Purchase Orders	1 Year	1 Year
Right of First Refusal Letters	1 Year	Permanently
Rules and Regulations	Permanently	
State Income Tax Returns	3 Years	Permanently
Unexpired Warranties		Until Expired
Expired Warranties	7 Years	
State and Federal Withholding Tax Returns	3 Years	Permanently