

GRENELEFE ASSOCIATION OF CONDOMINIUM OWNERS NO. 1, INC.  
RECORD DESTRUCTION POLICY  
NOVEMBER 2008

PURPOSE

To define a procedure for the destruction of outdated Association records/media.

POLICY

In February of each year the Association will audit its records and determine which of those records were seven years or older on the immediately preceding 31<sup>st</sup> of December and are no longer in effect.

The Association may, at its discretion, destroy any records meeting the above criteria; however, the Association will not destroy any records required to be kept per any applicable law.

The Association may use its own personnel or may contract with an appropriate company to accomplish this task.

Association staff will compile a list of proposed documents to be destroyed. From that list, by majority vote, the Board shall designate which items are to be destroyed. The list shall include the record/media destroyed and the date of destruction. The list of destroyed records shall be kept by the Association for a period of no less than seven years. Non-Board-approved items in any given year may be re-voted upon in subsequent years.

The destruction process may include shredding, pulping, or any other method that destroys media beyond reconstruction in an environmentally sound manner. The person or service performing the destruction should certify the date, location, and method used to destroy the records/media.