

DOCUMENT STORAGE AND ARCHIVE POLICY

Background:

- To provide guidance on where and how long documents are stored to ensure keeping with state laws
- Never maintain sensitive personal data like social security and credit card numbers
- Montana Code Annotated 35-2-906 Corporate Records for Non-Profit Corporations, contains state mandated requirements for some documents related to a corporation
- Some legal county filed documents are stored on the electronic document storage provided by the county itself. You may pay a fee to download or view what is needed
 - <https://www.idocmarket.com/ButteSilverBowMT/Document/Search>

Available Document Policy:

- 1. Forever Available; Never Archived:** Keep the following association documents on the website permanently.
 - a) Articles of Incorporation
 - The current board was not provided the original copy by the developer or interim board, the version on hand is a download from idoc from the county
 - This document shall remain on the website, with a backup stored on the fcrhoa406@gmail.com google drive. This file is also stored on the county idoc website and at the county records department.
 - b) Declarations
 - The current board was not provided the original copies by the developer or interim board, the versions on hand are downloads from idoc from the county
 - These documents shall remain on the website, with a backup stored on the fcrhoa406@gmail.com google drive. These files are also stored on the county idoc website and at the county records department.
 - c) Bylaws
 - Bylaws did not exist prior to Feb 2021
 - Bylaws will remain on the website, with a backup stored on the fcrhoa406@gmail.com goggle drive and a backup on a flash drive.
 - d) Plats of Survey
 - The current board was not provided the original copies by the developer or interim board. If you would like a copy, you may go to the courthouse and request copies of the 4 Plats (It will cost approx. \$50 for all 4)
 - 265-B – Phase 1
 - 270-B – Phase 1 Revised
 - 273-B – Phase 2
 - 287-B – Phase 3
 - There are PDF copies of portions of each plat maintained on the website, they will remain there indefinitely.
- 2. One Year Available; Permanently Archived:** The following documents should be kept on the website for one year, then permanently archived on a flash drive:



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- The current board has none of these items from the developer or the interim board. If you are seeking anything prior to Feb 2021, you will need to contact Mike Markarian (Wexfield) or Tom Langel (Amerimont).
 - a) Closed legal files, if applicable
 - b) Annual Reports delivered to Secretary of State (35-2-906.5(g))
- 3. **One Year Available; Archived 7 Years:** The following documents and records should be kept on the website for at least one year and archived on a flash drive for at least seven years.
 - The current board has none of these items from the developer or the interim board. If you are seeking anything prior to Feb 2021, you will need to contact Mike Markarian (Wexfield) or Tom Langel (Amerimont).
 - a) Assessment Information and status
 - b) Membership List
 - c) Accounting Records
 - Monthly financial statements
 - Cash disbursement journal
 - Cash receipt journal
 - Cancelled checks
 - bank statements
 - d) Certificates of Insurance
 - e) Contracts
 - f) Insurance policies and settled insurance claims
 - g) Proposals
 - h) Invoices
 - i) Federal and state tax records
- 4. **One Year Available; Archived 3 Years:** The following documents and records should be kept on the website for at least one year and archived on a flash drive for at least three years.
 - The current board has none of these items from the developer or the interim board. If you are seeking anything prior to Feb 2021, you will need to contact Mike Markarian (Wexfield) or Tom Langel (Amerimont).
 - a) Board meeting minutes (35-2-906.5(d))
 - b) Financial Statements made available to the members (35-2-906.5(e))
 - c) List of Names & addresses of its current directors & Officers (35-2-906.5(f))
 - d) Budgets
 - e) Committee reports
 - f) General Correspondence
 - g) Management notices
 - h) Newsletters