

# **Circle XX CSD Records Retention Policy**

## **Monthly Reports**

Board Agendas, approved Board Meeting Minutes and Monthly Treasurers Reports shall be kept on the Circle XX CSD website for a minimum of 3 years.

## **Meeting Tape Recordings**

Tape Recordings of Board Meetings shall only be kept until the Board Minutes for the meeting are officially approved at a later Board Meeting.

## **Annual Reports**

Annual Budgets, Annual Audit, Annual Financial Reports, Annual Disclosure of Reimbursement Reports shall be kept on the Circle XX CSD website for a minimum of 3 years.

## **Miscellaneous Official Reports**

Copies of any Federal, State, Calaveras County, LAFCO, or other governmental agency Circle XX CSD reports shall be retained for 3 years.

## **Receipts**

Copies of receipts for authorized Board Approved payments shall be kept for 3 years.

Approved 9/15/2022