



Middlesex Beach Association

Document Retention Policy

Updated April 17, 2025

Formation Documents

Certificate of Incorporation (including prior versions)	Permanent
Restrictive Covenants, Reservations, and Remedial Clauses (including prior versions)	Permanent
Bylaws (including prior versions)	Permanent
Rules & Regulations (including prior versions)	Permanent
Beach Ownership Records	Permanent
Plats, easements and Leases	Permanent
Deeds and Culvert Agreements	Permanent

Financial Records

Year-End Financial Documents (including annual auditor's letter)	Permanent
General Ledger – year-end statements	Permanent
Monthly financial statements (including general ledger, balance sheet, income and expense statement)	7 years
Bank statements (including copies of authorized signature listing)	7 years
General ledger (year-end)	Permanent
Investment Policy (including all versions)	Permanent
Investment Statements	7 years
Tax Returns (federal, state and local)	10 years
Reserve Studies	Permanent
Budgets	7 years
Loan documentation	7 years after termination
Delinquency reports and attorney action (liens and/or lawsuits)	7 years

Operating Documents

Board Agendas, Minutes (with attachments) and Resolutions	Permanent
Board Executive Session Agendas and Minutes (with attachments)	Permanent
Notices and communications to MBA Community (with attachments)	Permanent
Contracts and Agreements	7 years after termination
Insurance Policies & records (including premium invoices, correspondence, claims)	7 years
Employment Records (including payroll, workers compensation, employment tax returns, personnel records)	7 years
Correspondence	3 years
Website back-up	7 years
Annual notices of private beach with proof of publication	Permanent
Architectural approvals and permits	Permanent

Professional Advice Materials

Audio/visual recordings of meetings	Until minutes are approved
Legal Opinions and other communications from legal counsel (including emails)	Permanent
Lawsuit documentation	Permanent