



# *HMC Management*

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## **POLICY**

Subject: Records Retention

The purpose of this Policy is to assure proper retention of HMC official records, while allowing for the regularly scheduled destruction of outdated or otherwise unnecessary documents.

HMC official documents shall be retained in their form and/or destroyed according to the following schedule:

Financial Records - Seven (7) Years: Payables, receivables, budgets, ferry passenger logs and all financial records other than payroll, shall be retained for a period of seven (7) years, following which they may be destroyed.

Payroll Records - Indefinite: As required by federal law, payroll records shall be retained indefinitely.

Ferry Captain Log Books - Life of the Vessel: As required by U.S. Coast Guard regulation, ferry logs must be retained for the life of the vessel. Destruction of records should not occur until one year decommissioning of the old vessel and its replacement by another ferry or other means of transportation.

Ballots and Ballot Measures - Five (5) Years/Indefinite: Ballots envelopes, ballots and tally sheets in the case of Board elections and budget approvals, shall be retained for five (5) years, after which they may be destroyed, with the following exceptions: Ballot tallies regarding Special Assessments, Bylaws or Articles of Incorporation amendments and questions of more than an advisory nature shall be retained indefinitely.

Minutes of Meetings – Indefinite: Minutes of periodic and special Board meetings and HMC Membership meetings shall be retained indefinitely. Copies shall be placed on the HMC website no later than ten (10) days after approval.

Former Member Files – Indefinite/Seven (7) Years: Files of HMC Members shall be retained so long as they are a Member and for seven (7) years after they cease to be a Member.

Miscellaneous Documents – Indefinite: These may include environmental studies, building, ferry, dock and ramp inspections, water system and other plans and drawings.

Method of Destruction: Destruction of sensitive records will be accomplished by shredding.

Administration of Policy: This policy shall be administered by the Island Manager, who shall review all records scheduled for destruction prior to shredding or other disposition.

This policy supersedes all previous policies on this topic.

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Reed West  
President, HMC Board of Directors

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Date