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## Condominium & HOA Record Retention Schedule

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**HUSCH BLACKWELL**

<b>Dept./Record Title</b>	<b>Description</b>	<b>Recommended Retention Period</b>
<b>ACCOUNTING</b>		
Accounts Payable/Rec	Accounts receivable trial balance, customer statements, aging, bad debts write-offs, reserve analysis, customer dispute resolution, adjustments, reconciliations, and aging.	<b>7 years</b>
Banking	Lists of employees authorized to initiate payment to vendors.	<b>7 years</b>
Capital Property	Records documenting proper approvals, project specifics, and the purchase or sale of capital assets. Disposition of assets, stock, or investments.	<b>7 years</b>
General Accounting	Listing of the account names and codes used in the accounting system.	<b>7 years</b>
Year End Financials	Financial Statements and General ledger: fiscal year end only ledgers	<b>Permanent</b>
Financial Audits	Records reviewing and documenting financial information created as part of an audit performed supporting work papers, internal reviews, and follow-up actions.	<b>7 years</b>
Financial Reporting	Monthly, quarterly, and other interim financial reports. (NOT year end reports)	<b>7 years</b>
Financing-Internal	Loan/Finance agreements, promissory notes, debentures, guarantees, instruments evidencing security interests, term sheets, and other related loan documentation.	<b>7 years</b>
Payroll		
Business Continuity	Disaster recovery plans: records describing the procedures for continuing the operation of the organization in the event of a disaster. Includes the vital records program to reconstruct the vital information of the organization.	<b>Permanent</b>
Corporate History	Archival and historical documentation relevant to the history or structure of the organization.	<b>Permanent</b>
Correspondence	Chronological files, reading files and other short term reference collections of communications filed elsewhere by topic.	<b>3 years</b>
Policies & Procedures	Reports, work papers, and supporting notes and correspondence regarding internal audits of process, policy, compliance, and workflow.	<b>6 years</b>
<b>PROPERTY MGMT</b>		
Drawings/Blueprints	Records detailing the design of condominium facilities.	<b>Permanent</b>
Records Management	Records that document information security policies and other similar security-related documents.	<b>6 years</b>
Security	Requests for keys and locks. Key inventory assignments.	<b>6 years</b>
Board of Directors	Official records of Board actions and resolutions.	<b>Permanent</b>
Ownership	Records pertaining to unit owner meetings, including minutes, proxies, notices, voting records and actions.	<b>Permanent</b>
Formation	Records that include Articles of Incorporation, Certificates of Formation.	<b>Permanent</b>
Governance Declarations	Bylaws, rules, easements and similar documents.	<b>Permanent</b>
Government Relations	Records related to communications with governmental agencies and monitoring of legislation and regulations.	<b>3 years</b>
Legislative, Regulatory & Association Issues	Information on legislative, regulatory and association issues compiled in monitoring legislative, regulatory and political activities, and used in reports and advice to senior management, lobbying, association activities, and industry-related coalitions.	<b>6 years</b>
Unit Owner Relations	Communications with unit owners, which may include transmission of the annual report, correspondence, and related information, as well as supporting work papers.	<b>7 years</b>
Public Relations	Records related to participation or promotion of community activities, charitable contributions, civic organizations	<b>6 years</b>

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Budgets		7 years
Contracts and Agreements		6 years
Insurance Claims Files	Working files containing detailed information of insurance claims maintained by third party or internally, including filings, loss reports and other records related to claims.	7 years
Worker's Compensation Carrier Policies	Records related to state run and independent workers comp carrier policies, including policy, signed hard copy policies, addenda, invoices, and other related documents.	7 years following termination
Investments	Records documenting investments, including assessments and evaluations, purchase information, reports of returns and analyses.	7 years
Requests	Requests for approval for funds allocated to pay expenses.	3 years
<b>HUMAN RESOURCES</b>		
Americans with Disabilities Act	Records documenting reasonable accommodations for disabilities.	Effective period plus 1 year after termination of plan
Accident/Injury/Incident Reports & Logs	Records describing job-related accidents and injuries, vehicle accidents, aviation incidents, including OSHA and other required federal and state government reports and logs.	5 years
Job & Association Safety Observations	Records of potential safety hazards	2 years
Benefits	Records of 401K program structure, staff contributions and payouts.	6 years after filing of plan or 1 year after termination
Employee Compensation	Records supporting all forms of compensation.	6 years after filing of plan or 1 year after termination
Compensation Surveys	Survey vendor products referenced in development of pay ranges and merit budgets.	2 years
Disability	Disability program structure, compliance requirements and reporting.	6 years after filing of plan or 1 year after termination
Drug and Alcohol Testing	Records of tests performed on employees to determine drug or alcohol usage.	5 years
Employee Handbook	Official records establishing business practices for personnel activities.	6 years
Employee Relations	Employee assistance program outreach programs, communications and support structures.	6 years after filing of plan or 1 year
Family Medical Leave Act	FMLA program structure, compliance requirements and reporting.	3 years
I-9 Forms	Forms showing an employee's right to working the United States.	1 year after date of employment termination or 3 years after date of hire
Job Descriptions	Records detailing job duties and performance expectations for each position.	6 years after termination
Personnel Files		

<b>Dept./Record Title</b>	<b>Description</b>	<b>Recommended Retention Period</b>
Employee Files	Personnel files, including applications/resumes, change notices, personnel action notices, evaluations, resignation/termination letters, and related records.	<b>3 years</b>
Hazardous Exposure	Records and medical surveillance documenting employee exposure to hazardous substances.	<b>30 years</b>
Medical Files	Records of annual physicals, medical treatment, workers compensation claims and other medical information.	<b>5 years</b>
Unemployment Compensation	Unemployment compensation program structure, compliance requirements and reporting.	<b>4 years after tax is due or paid</b>
Worker's Compensation	Workers compensation program structure, compliance requirements and reporting.	<b>10 years after final payment</b>
<b>OTHER</b>		
IT Security	Records of the facilitated risk analyses, audits and reviews of automated systems and resulting plans to protect the security, confidentiality and availability of information and applications.	<b>6 years</b>
Software-Third Party	Programs, code and supporting documentation for applications licensed by the Association.	<b>6 years</b>
System Backup	Backup logs, schedules, inventories, and other documentation relating to the preservation of data and software used to restore system functionality in case of failure.	<b>6 years</b>
Tax Returns	Federal income tax returns and audit reports.	<b>Tax year plus 10 years</b>
Employment Taxation	Federal employment tax returns and audit reports.	<b>Tax year plus 4 years</b>
Local Property Taxation	Personal property tax returns and audit reports.	<b>Tax year plus 1 year</b>