

DOCUMENT RETENTION POLICY INFORMATION SHEET

ABOUT DOCUMENT RETENTION REQUIREMENTS

Did you know that both [CCIOA](#) and the [Colorado Revised Nonprofit Corporation Act](#) provide retention timeframes for certain records? For example, did you know that the Nonprofit Act requires associations to keep the following records permanently:

- Member and Board meeting minutes;
- Records of all actions taken by the Members or Board without a meeting;
- Records of all actions taken by a committee of the Board in place of the Board on behalf of the Association; and
- Records of all waivers of notices of meetings of the Members and of the Board or any committee of the Board.

To reduce liability exposure, boards should comply with all record retention timeframes required per Colorado law, and should establish retention timeframes for all other records not covered by the law.

WHAT WE CAN DO TO HELP

We highly recommend adopting a Document Retention Policy that establishes guidelines for identifying, retaining, storing, protecting and disposing of all of the association's documents. We can prepare such Document Retention Policy for a fixed fee.

Contact us below for pricing, with questions, or if you would like to move forward with the recommended policy update:



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