



VHA Policy 1.2: Records Protection and Retention

Authorization:

- Bylaws of The Villages Homeowners Advocates, Inc., (VHA)
- VHA Policy: Document Control

Policy Statement: It is the policy of VHA to store all records in digital format as the controlling format. It is further the policy of the VHA to maintain secondary backup storage of digital documents at an electronic server remotely located from the main VHA document server.

Definitions:

- For the purpose of this policy, “digital format as the controlling format” means that, while written or printed documents may be used for convenience to share information, only the most recent electronic version is official.
- For the purpose of this policy, “records” shall be defined as documents, minutes, agendas, program plans and reports, and any other written or digitized documents necessary for the operation of the VHA and to remain in compliance with all applicable laws, the Bylaws, and VHA policies.
- For the purpose of this policy, “secondary backup storage” may include consumer-level “cloud storage” systems (e.g. Amazon, Microsoft, Google, DropBox) or dedicated, contracted vendors (e.g. Iron Mountain)