

ARCHIVES COMMITTEE CHARTER

The Archives Committee is a standing committee of the Board of Directors of the Oceanside Community Association. It maintains a secure depository. One key is issued to the Chairperson and the second is held in the office safe of the Community Manager. The committee shall have a minimum of five (5) members including a chair who will be appointed by the Board of Directors.

PURPOSE

The purpose of the Committee is to preserve and protect all historical documents and business transactions of the OCA Board of Directors and other standing Committees in accordance with the Davis-Stirling Act, of the California Civil Code, It shall comply with the required retention periods for each type of record as noted in the Davis-Stirling Act Retention Schedule.

RECORDS PROCESSING

The Administration Office of the Association maintains the minutes of the Board, motions and minutes of standing committees, financials, litigation, legal city and state correspondence, and charts and maps. At the end of the third year of retention they are transferred from the administrative office to the Archives Committee. This transfer shall occur in February or March of each year. The Committee shall review the current Civil Code bluebook each year to determine if there are any changes in the law reflecting retentions or additions of the records.