VIOLATIONFLOW

Digital Retention Checklist for Boards Without an Office

Best-practice checklist for keeping HOA enforcement records intact through officer transitions when there is no management office. This is industry guidance for volunteer boards, not a legal requirement.

1. One source of truth

- [ ] Choose a single home for all enforcement records — one shared drive or one tracking platform, not a patchwork of both.
- [ ] Use association-owned accounts. No records held only in a board member's personal email, laptop, or phone.
- [ ] File as you go: notice, photo, owner reply, hearing decision go into the case record the day they happen.
- [ ] Name files so a stranger can find them: LOT-ADDRESS_TYPE_DATE (e.g. 114-Elm_fence-notice_2026-07-16).

2. Officer transition handoff (every election or resignation)

- [ ] Put the handoff on the meeting agenda as its own item.
- [ ] Transfer account credentials to the incoming officer and revoke the outgoing officer's personal access.
- [ ] Export a dated snapshot of open cases and the fine ledger and store it with the minutes of that meeting.
- [ ] Walk the incoming officer through every open case — the file is never as self-explanatory as it looks.

3. Before any platform change (new software, canceled subscription)

- [ ] Confirm the outgoing platform exports data in a spreadsheet-readable format (CSV/Excel), not only PDF.
- [ ] Export the complete history — cases, notices, ledger, attachments — BEFORE canceling or migrating anything.
- [ ] Open the export and verify it is complete before letting the old subscription lapse.

4. Once a year

- [ ] Adopt or reaffirm a written retention policy (required in Texas for associations over 14 lots).
- [ ] Purge only what the policy allows — and nothing related to a threatened or pending dispute

(litigation hold).

- [ ] Test a restore: pull up a three-year-old closed case and confirm you could hand the full file to counsel tomorrow.

Adopted by the board on:

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Date

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Board president or secretary