



Book	Policy Statements
Section	General Policies
Title	Library Copies of Records
Code	L 12
Status	Active
Adopted	March 28, 2019

RECREATION CENTERS OF SUN CITY WEST, INC.
POLICY STATEMENT – L 12
Library Copies of Records

1.0 General:

1.1 Library copies of recent records, reports, and documents will be maintained for examination at the R. H. Johnson (RHJ) Library during normal business hours. Library copies of these records, reports, and documents may not be taken from the RHJ Library.

1.2 Copies of the archival documents and any other records, reports, or documents may be requested and may be provided when the established procedure described in Article 10 of the Bylaws is followed. Residents may make copies on the Library public copy machine at their own expense.

2.0 Documents Maintained:

2.1 The records, reports, and documents to be maintained in the Library shall include but not be limited to the following:

2.1.1 The monthly line item and year-to-date financial reports for the current fiscal year.

2.1.2 Year-end financial reports for the two preceding fiscal years.

2.1.3 Annual Financial Plans for the current and two prior fiscal years.

2.1.4 Minutes of open regular and special Governing Board meetings for the current and two prior fiscal years.

2.1.5 The three most recent audit reports of the combined financial statements by a certified public accounting firm.

2.1.6 Recreation Centers of Sun City West, Inc. Articles of Incorporation.

2.1.7 Association Bylaws of the Recreation Centers of Sun City West, Incorporated.

2.1.8 Governing Board Policy Statements.

2.1.9 Rules, Regulations and Procedures for Chartered Clubs (RR&Ps).

2.1.10 List of all Governing Board Standing Committees and their members' names.

2.1.11 Association Organization Charts, Job Descriptions, and Wage and Salary Range Schedules.