

To better conform to the Freedom of information Act, all Association records for at least the past two years shall be kept and be available for viewing at the Willoughby Wallace Memorial Library, the principal place of business of the Association. . The records referred to shall consist of the following:

- Minutes of all meetings.

- By-Laws and Articles of Incorporation (Charter)

- Treasurer's books of account, check books, deposits and deposit receipts

- All invoices

- All copies of checks issued

- Ballots and voting records

- Tax Collector's books and records

- Copies of all emails sent to SCA address and copies of emails sent to and from Association Board Members and Officers using SCA email addresses. (to be downloaded to hard copy quarterly).

- Copies of all correspondence.

The President, Treasurer, Clerk and Tax Collector shall have the right to sign out documents needed in connection with their duties, but on request shall return all signed out documents. All Treasurer's records and Taxpayer's records and other records as determined by the President shall be kept in a locked drawer at the Library. The President, Treasurer, Clerk, Tax Collector and Chair of Legal and Zoning shall have keys to the locked drawer

Anyone wishing to view such books and records may do so by contacting the Chair of Legal and Zoning who will arrange a time for the individual to review the books and records in the presence of the Chair of Legal and Zoning.