

RECORDS RETENTION POLICY

Policy Number: 106

Policy Administrator: Executive Director or designee

Authority: Section 89900 of the Education Code and Section 42400 of Title 5 of the California Code of Regulations

Effective Date: 12/08/2011

Updated: 4/3/2014

Policy Statement:

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained to ensure records that are no longer needed or of no value are destroyed at the appropriate time. Records retention policies apply to all records, regardless of format, i.e., paper, electronic or other media. Individuals responsible for the retention of records are also responsible for the destruction of records following the retention period. Documents should be destroyed in a manner that ensures that all sensitive and confidential material can no longer be read or interpreted. This means that paper documents should be shredded, and electronic documents deleted.

All ASC records are the property of the ASC and do not belong to those who create such records. No employee has any personal or property right to these records, including those records that the employee helped develop or compile, and no employee may remove or copy such records for personal use. The ASC records are available exclusively to the Board of Directors, Officers and Staff of the ASC who have need of the records in the performance of their work for the ASC. Many records contain information that is confidential and exempt from public disclosure and therefore, the records require special handling.

Responsibilities: Each department or division that retains records should designate an archivist, who will be responsible for records maintenance. Prior to the destruction date, the archivist will verify the documents to be destroyed and the parameters set within the computer system with the Records Retention Schedule.

Scope: This policy applies to all records generated in the course of the ASC's operations, including both original documents and reproductions. Signed electronic documents constitute original documents. It also applies to records stored on a computer, server or other media as well as paper records. This policy applies to all ASC departments and offices, all ASC financial records and all ASC employees who create and receive or maintain such records in the course of ASC business.

Procedures: Records are ready for destruction if they have met the required retention period as defined by the Records Retention Schedule (Appendix A), and they are not subject to a hold due to litigation, administrative action, audit or investigation. Regarding paper documents, the

destruction date is determined at the time the records are transferred to storage and is calculated according to the Records Retention Schedule. Regarding electronic documents, the destruction date is determined at the parameters set in the computer system according to the Records Retention Schedule. All confidential records must be destroyed by deleting or shredding.

Information: Richard McKee Transparency Act of 2011 http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_0001-0050/sb_8_bill_20110714_amended_asm_v95.pdf

Approval:

Approved by the ASC Board of Directors.

Appendix A: Records Retention Schedule

DOCUMENT.....RETENTION PERIOD

ADMINISTRATIVE

Grant Records w/ Supporting Documents*....	3 years after receipt of final report, unless specified otherwise by grant
Contracts, Corporate	4 years after termination
Leases.....	4 years after termination
Project Agreements.....	3 years after termination

ACCOUNTING

Grant Records w/ Supporting Documents*....	3 years after receipt of final report, unless specified otherwise by grant
Audit Reports	Permanent
Financial Reporting.....	3 fiscal years
General Ledger.....	7 fiscal years
Journal Entries	4 fiscal years

ACCOUNTS PAYABLE

Grant Records w/ Supporting Documents**..	3 years after receipt of final report, unless specified otherwise by grant
Payments for Goods & Services w/Supporting Documents	4 fiscal years
Purchase Orders	4 fiscal years
W-9	4 calendar years
1099.....	6 calendar years

ACCOUNTS RECEIVABLE

Grant Records w/ Supporting Documents*....	3 years after receipt of final report, unless specified otherwise by grant
Accounts Receivable Reconciliation	3 fiscal years
Collection/Collection Efforts	3 fiscal years
Invoices w/Supporting Documents	3 fiscal years

BANKING & FINANCE

Bank Reconciliation.....	4 fiscal years
Bond Records.....	4 years after final payment
Canceled Checks	4 fiscal years
Check Registers	4 fiscal years
Credit Card Reconciliation	4 fiscal years
Investment Files	3 fiscal years

FEDERAL, STATE & CITY FILING

E-Waste Filing	6 fiscal years
Escheatment Filing.....	6 fiscal years
Federal & State Tax Returns.....	6 fiscal years
Payroll Taxes	6 fiscal years
Property Taxes	6 fiscal years
Sales & Use Tax.....	6 fiscal years
All Other Tax Items	6 fiscal years

FIXED ASSETS

Grant Records w/ Supporting Documents..... 3 years after receipt of final report, unless specified otherwise by grant
 Disposed Fixed Assets 4 fiscal years

HUMAN RESOURCES

American with Disabilities Act Claims 5 years after separation
 Disability Separation..... 5 years after separation
 Disability Separation, Permanent Disability Permanent
 EEOC, DFEH Charge of Discrimination 5 years after separation
 Employment Applications/Resumes (Solicited) 3 years
 Grievance, Litigation or Complaints (Informal & Formal) 5 years after resolution of matter
 Health Insurance Portability & Accountability Act (HIPAA) 6 years
 I-9 Forms no more than 3 years after separation
 Injury Illness & Prevention Plan (IIPP) 1 year
 Leave Law Records 4 years
 OSHA Log 5 years
 Personnel Files, Voluntary Resignation, Retirement & Temporary Employment 3 years after separation
 W-4 Forms 4 years
 Whistleblower Documentation 7 years after conclusion of investigation
 Workers Comp Documents 5 years after separation

OPERATIONAL DEPARTMENT

Daily Cash Receipts 3 fiscal years
 Daily Sales Report 3 fiscal years
 Inventory Reports 3 fiscal years
 Inventory Receiving Reports 3 fiscal years
 Inventory Shipping Tickets 3 fiscal years

PAYROLL

Grant Records w/ Supporting Documents**.. 3 years after receipt of final report, unless specified otherwise by grant
 Leave Accrual & Usage Records 4 calendar years
 Payroll Adjustment Notice & Salary Garnishment 4 calendar years
 Records of Hours Worked 4 calendar years
 W-2 6 calendar years

Notes:

* Grant Records w/ Supporting Documents includes all Sponsored Program records, documents, and supporting documentation related to Grant Operations (Fund 50), Cash Match (Fund 51), and Program Income (Fund 52).

** Grants Records w/Supporting Documents do not include; W-9, 1099, Payroll adjustment Notice & Salary Garnishment, and W-2.