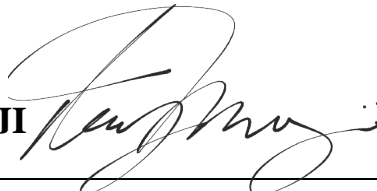


<p>CSU, FULLERTON AUXILIARY SERVICES CORPORATION (ASC) POLICY AND PROCEDURES</p> <p>Section: ADMINISTRATION</p> <p>Approved by: CFO, TARIQ MARJI </p>	<p>Dept: ASC FINACIAL SERVICES</p> <p>No: AD 100</p>
<p>Subject:</p> <p>RETENTION RECORDS POLICY & PROCEDURES</p>	<p>Rev.: 05/08/2007</p> <p>Total: 5 pgs</p>

AD 100.1: PURPOSE

The Archivist of the Auxiliary Service Corporation (ASC) is responsible for collecting, maintaining and preserving materials of permanent value produced by ASC offices and officers except that Human Resources files are the responsibility of the HR Manager. The Central Filing Room provides arrangement, storage, and access to ASC’s inactive, yet essential, records. Materials maintained in the Central Filing Room are inactive records retained for legal, historical, or informational reasons, but are no longer actively consulted. The Archivist assists departments in evaluating records and selecting appropriate records for transfer to the Archives.

AD 100.2: HOLDINGS

Active files are maintained in each department in secured cabinets or filing rooms. The Central Filing Room contains a diversity of materials including records of accounting, minutes of the Board of Directors and related Committee meetings, other meetings, grants and contracts documentation, property files and legal papers.

AD 100.3: ACCESS

Access to the Central File Room and its materials is available only through the receptionist. Requests for usage should be directed to the Archivist. All materials made available from the Central Filing Room shall be used and returned to their original boxes. No original archival records may leave the building without the approval of upper management.

AD 100.4: ARRANGEMENT AND STORAGE

Central Filing Room records are arranged into groups that represent the departments of the ASC. Whenever possible, records sent to the Central Filing Room are maintained in their original order.

AD 100.5: PREPARING RECORDS FOR STORAGE

- ❖ Transfer records in the same folders in which they were filed in the original filing cabinets.

- ❖ Remove records from hanging files and place the records in file folders.
- ❖ Remove records from 3-ring notebooks and place the records in file folders.
- ❖ Remove all rubber bands. Do not remove staples or paper clips.
- ❖ Label every folder identifying the contents of the folder.
- ❖ Place all folders vertically in the box facing in the same direction so that the labels can be easily read.
- ❖ Place the records in the box in the same order as they were arranged in the filing cabinet.
- ❖ Remove all records that are not the record or official copy as outlined in the retention schedule.
- ❖ Remove duplicate and unnecessary records.
- ❖ Put only one series or type of record in a box. Records from different series may be stored in the same box if they have identical retention periods.
- ❖ Boxes containing records with mixed retention periods will not be accepted for storage.
- ❖ Do not overstuff the boxes. Allow about 1.5" of empty space in each box for easy retrieval and refilling.
- ❖ If the records do not fill the box, make a spacer from used cardboard to keep the folders from flopping over or sagging.
- ❖ Do not store photographs, negatives, videotapes, audiotapes, computer tapes or disks, or other records in non-paper format together with paper records.

AD 100.6: TRANSFER OF RECORDS TO THE CENTRAL FILING ROOM

Due to space limitations, records transferred to the Central Filing Room should be records that are no longer consulted on a regular basis, but which must be retained for legal, historical, or informational reasons.

Procedures for submitting material to the Central Filing Room are as follows:

1. Develop a list of the folder titles contained within the box and place that list inside the box on top of the folders.
2. Identify with a permanent marker on the outside of the box:
 - The department's name.
 - A brief description of what is in the box.
 - Dates "from" and "to."
 - Destruction date (MUST BE INCLUDED)

AD 100.7: DESTROYING RECORDS

Records are ready for destruction if they have met the legally required retention as defined by the

Records Retention Schedule (Appendix 1), and they are not involved in any ongoing audit, litigation, or administrative action. The destruction date is determined at the time the records are transferred to storage and is calculated according to the Records Retention Schedule.

AD 100.8: AUTHORITY TO DESTROY RECORDS

- ❖ Prior to the destruction date the Archivist will send a list of the records to be destroyed to the creating department. The Archivist will inform the department that the records have satisfied the retention period and are ready for destruction.
- ❖ The department should carefully review the list to make sure the records are no longer needed for audit, legal, administrative, or research purposes.
- ❖ The department confirms or denies the list of records to be destroyed.
- ❖ The Archivist arranges destruction of the records and notifies the department when the destruction has been completed.

AD 100.9: CONFIDENTIALITY

The records of the ASC Central Filing Room are available exclusively to the Trustees, 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. Such confidential records must be destroyed by shredding.

Records Retention Schedule

DOCUMENT	RETENTION PERIOD
ADMINISTRATIVE	
Contracts – Corporate	4 years after termination
Leases	4 Years after termination
Projects agreement	3 Years after termination
ACCOUNTING	
General Ledger Reconciliation	1 Years
General Ledger	4 Years
Journal Entries	4 Years
Financial Reporting	3 Years
Audit Reports	4 Years
ACCOUNTS PAYABLE	
Payments for goods and services (with supporting documents)	4 Years
Purchase Orders	4 Years
W-9	4 Years
1099	6 Years
ACCOUNTS RECEIVABLES	
Invoices w/ supporting documents.	3 Years
Collection/collection efforts	3 Years
Accounts receivable reconciliation	3 Years
BANKING AND FINANCE	
Canceled checks	4 Years
Bank reconciliation	4 Years
Check Registers	4 Years
Credit Card Reconciliation	4 Years
Investment Files	3 Years
Bonds records	4 Years after completion
PAYROLL	
Records of hours worked	4 Years
Leave accrual and usage records.....	4 Years
Payroll Adjustment Notice and	

Salary Garnishment	4 Years
W-2	6 Years

HUMAN RESOURCES

Personnel Files - Typical Documents	3 Years
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Personnel Files for Separated Employees due to:	
- Voluntary resignation, service retirement, & end of temporary employment	3 Years
- Disability Separation	5 Years
Workers Comp. Reports	5 Years
W4 Forms	4 Years

FIXED ASSETS

Disposed Fixed Assets	4 Years
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FEDERAL, STATE, AND CITY FILING

Federal and state tax returns	6 years
Sales and Use tax	4 Years
E-Waste Filing	4 Years
Property taxes	4 Years
Payroll taxes	4 Years
Escheatment Filing	4 Years
All other filing	4 Years
All other tax Items	6 Years

OPERATIONAL DEPARTMENT

Daily sales report	3 Years
Daily Cash Receipts	3 Years
Inventory reports	3 Years
Inventory receiving reports	3 Years
Inventory shipping tickets	3 Years

GRANTS & CONTRACTS

Grant close our file	3 Years
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