



POLICY: RECORDS RETENTION  
SECTION: GENERAL ADMINISTRATION

POLICY #: 100  
EFFECTIVE: 12/01/2011  
HISTORY:

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## **PURPOSE**

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that 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 or confidential material can no longer be read or interpreted. This means that paper documents should be shredded, and electronic documents should be deleted.

## **SCOPE**

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

## **DESTROYING RECORDS**

Records are ready for destruction if they have met the required retention period as defined by the Records Retention Schedule (Appendix 1), and they are not subject to a hold due to litigation, administrative action, audit, or investigation. The destruction date is determined at the time the records are transferred to storage and is calculated according to the Records Retention Schedule.

## **AUTHORITY TO DESTROY RECORDS**

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 send a list of the records to be destroyed to the Department's Manager/Director for Approval.

## **OWNERSHIP AND CONFIDENTIALITY**

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 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.

## **IMPLEMENTING GUIDELINES**

The Chief Financial Officer is authorized to establish management guidelines consistent with this policy statement to effect its implementation.

**Records Retention Schedule  
(Appendix A)**

<b>DOCUMENT</b>	<b>RETENTION PERIOD</b>
<b>ADMINISTRATIVE</b>	
Contracts – Corporate .....	4 years after termination
Leases .....	4 years after termination
Project Agreements .....	3 years after termination
<b>ACCOUNTING</b>	
General Ledger Reconciliation .....	1 fiscal year
General Ledger .....	4 fiscal years
Journal Entries .....	4 fiscal years
Financial Reporting .....	3 fiscal years
Audit Reports .....	Permanent
<b>ACCOUNTS PAYABLE</b>	
Payments for Goods and Services (with supporting documents) .....	4 fiscal years
Purchase Orders .....	4 fiscal years
W-9 .....	4 calendar years
1099 .....	6 calendar years
<b>ACCOUNTS RECEIVABLES</b>	
Invoices w/ Supporting Documents. ....	3 fiscal years
Collection/Collection Efforts .....	3 fiscal years
Accounts Receivable Reconciliation .....	3 fiscal years
<b>BANKING AND FINANCE</b>	
Canceled Checks .....	4 fiscal years
Bank Reconciliation .....	4 fiscal years
Check Registers .....	4 fiscal years
Credit Card Reconciliation .....	4 fiscal years
Investment Files .....	3 fiscal years
Bond Records .....	4 years after final payment
<b>PAYROLL</b>	
Records of Hours Worked .....	4 calendar years
Leave Accrual and Usage Records.....	4 calendar years
Payroll Adjustment Notice and Salary Garnishment .....	4 calendar years
W-2 .....	6 calendar years
<b>HUMAN RESOURCES</b>	

<b>Personnel Files, Voluntary Resignation, Retirement, and End of Temporary Employment</b>	
Employment .....	3 years after separation
Disability Separation .....	5 years after separation
Workers Comp Documents .....	5 years after separation
W-4 Forms .....	4 years
OSHA Log .....	5 years
I-9 Form .....	1 year after separation or 3 years, whichever is later
<b>Employment Applications/Resumes (Solicited)</b>	
Resumes (Solicited) .....	3 years
<b>Injury Illness and Prevention Plan (IIPP)</b>	
Plan (IIPP) .....	1 year
Leave Law Records .....	4 years
American Disabilities Act claim.....	5 years after separation
<b>Health Insurance Portability and Accountability Act (HIPAA)</b>	
Accountability Act (HIPAA) .....	6 years
<b>Whistleblower Documentation</b>	
Whistleblower Documentation .....	7 years after conclusion of investigation
<b>EEOC, DFEH Charge of Discrimination.....</b>	
Grievance, Litigation or Complaints	5 years after separation
Both formal/informal .....	5 years after resolution of matter, whichever is Later
<b>FIXED ASSETS</b>	
Disposed Fixed Assets .....	4 fiscal years
<b>FEDERAL, STATE, AND CITY FILING</b>	
Federal and State Tax Returns .....	6 fiscal years
Sales and Use Tax .....	6 fiscal years
E-Waste Filing .....	6 fiscal years
Property Taxes .....	6 fiscal years
Payroll Taxes .....	6 fiscal years
Escheatment Filing .....	6 fiscal years
All Other Tax Items .....	6 fiscal years
<b>OPERATIONAL DEPARTMENT</b>	
Daily Sales Report .....	3 fiscal years
Daily Cash Receipts .....	3 fiscal years
Inventory Reports .....	3 fiscal years
Inventory Receiving Reports .....	3 fiscal years
Inventory Shipping Tickets .....	3 fiscal years
<b>GRANTS &amp; CONTRACTS</b>	
Grant Close Out File .....	3 years unless specified – by the Grant