

RECORDS RETENTION POLICY #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:	12/08/11
Updated:	12/15/22, 05/23/19
Cross References:	

Policy Statement: The purpose of this policy is to ensure that necessary records and documents are adequately protected, maintained, and are destroyed at the appropriate time when no longer needed or of no value. 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 shredded, and electronic documents deleted.

Scope: This policy applies to all records generated throughout ASC's operations, including both originals and reproductions. It also applies to records stored on paper, computer, or other media. 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.

Procedures:

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 shall 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 & 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. 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. Such confidential records must be destroyed by shredding.

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Appendix A: Records Retention Schedule

DOCUMENTRETENTION PERIOD

ADMINISTRATIVE

Contracts, Corporate4 fiscal years after termination
Leases.....4 fiscal years after termination
Project Agreements..... 3 years after termination

ACCOUNTING

Audit Reports Permanent
Financial Reporting..... 4 fiscal years
General Ledger..... 4 fiscal years
Journal Entries 4 fiscal years

ACCOUNTS PAYABLE

Payments for Goods & Services w/Supporting Documents 4 fiscal years
Purchase Orders 4 fiscal years
W-94 years after final payment
1099.....6 calendar years

ACCOUNTS RECEIVABLE

Accounts Receivable Reconciliation 4 fiscal years
Collection/Collection Efforts 4 fiscal years
Invoices w/Supporting Documents 4 fiscal years

BANKING & FINANCE

Bank Reconciliation..... 4 fiscal years
Bond Records..... 5 years after the maturity of the financing
Canceled Checks 4 fiscal years
Check Registers 4 fiscal years
Credit Card Reconciliation 4 fiscal years
Investment Files 4 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

Disposed Fixed Assets 4 fiscal years

GRANTS & CONTRACTS

Grant Close-out File..... 3 years unless specified by grant

HUMAN RESOURCES

American with Disabilities Act Claims 3 years after separation
 Disability Separation..... 5 years after separation
 Disability Separation, Permanent Disability..... Permanent
 EEOC, DFEH Charge of Discrimination..... 3 years after separation
 Employment Applications/Resumes (Solicited)..... 4 years from the date of hiring
 Grievance, Litigation or Complaints (Informal & Formal) 10 years after resolution of matter
 Health Insurance Portability & Accountability Act (HIPAA)..... 6 years
 I-9 Forms..... 1 year after separation or 3 years, whichever is later
 Injury Illness & Prevention Plan (IIPP)..... 1 year
 Leave Law Records..... 4 years
 OSHA Log 5 years
 Personnel Files, Voluntary Resignation, Retirement & Temporary Employment..... 4 years after separation
 W-4 Forms 4 years
 Whistleblower Documentation 7 years after conclusion of investigation
 Workers Comp Documents..... 5 years after date of injury and 2 years after close

OPERATIONAL DEPARTMENT

Daily Cash Receipts 4 fiscal years
 Daily Sales Report 4 fiscal years
 Inventory Reports..... 4 fiscal years
 Inventory Receiving Reports 4 fiscal years
 Inventory Shipping Tickets..... 4 fiscal years

PAYROLL

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