

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

Series Identifier	Record Series Name								
7.0	UNIVERSITY ADVANCEMENT								
Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational F - Fiscal L - Legal H - Historical V - Vital					Retention Source Authority	Retention Period
			O	F	L	H	V		
7.1	Solicitation Campaigns Using Commercial Fundraisers		X		X			Government Section 12599.7(a)	10 year retention. Law applies to commercial fundraisers and must be included as a provision of any contract.
7.2	Date & Amount of each cash contribution		X		X			Government Section 12599.7(a)	10 year retention. Law applies to commercial fundraisers and must be included as a provision of any contract.
7.3	Date, Amount, Name & Address of each non-cash contributor		X		X			Government Section 12599.7(a)	10 year retention. Law applies to commercial fundraisers and must be included as a provision of any contract.
7.4	Name & Address of each employee or agent involved		X		X			Government Section 12599.7(a)	10 year retention. Law applies to commercial fundraisers and must be included as a provision of any contract.
7.5	Documentation of all revenue received and all expenses incurred		X		X			Government Section 12599.7(a)	10 year retention. Law applies to commercial fundraisers and must be included as a provision of any contract.

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7.6	The account number, name and location of bank or financial institution in which accounts were maintained		X		X				Government Section 12599.7(a)	10 year retention. Law applies to commercial fundraisers and must be included as a provision of any contract.
7.8	Namings of Colleges, Schools and other Academic Entities, documents supporting approval by the Board of Trustees		X		X	X				Permanent
7.9	Namings Facilities and Properties, documents supporting approval by the Board of Trustees		X		X	X				Permanent
7.1	Donor Profiles		X							Permanent
7.11	Substantive Contact Reports		X							Until death of individual or settlement of estate
7.12	Alumni Database		X							Permanent
7.13	Affinity Solicitation Opt-Out		X		X					Until revoked or death of individual
7.14	FERPA Opt-Out		X		X					Until revoked or death of individual

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7.15	Policies and Procedures		X						Maintain most current in force. Historical policies and procedures should be retained until university internal audit or four years* whichever comes first.	
7.16	Charitable contributions		X							
7.16.1	Amount and date		X	X	X			X	Permanent	
7.16.2	Donor designated use or purpose		X		X			X	Permanent	
7.16.3	Donor imposed restrictions		X		X			X	Permanent	
7.16.4	privilege, benefit, employment, program admission, or other special consideration from the foundation or the university in exchange for the pledge or donation.		X		X			X	Permanent	
7.16.5	Records related to the receipt, holding, and disbursement of gifts.		X	X	X			X	Permanent	
7.16.6	Records related to a donor or prospective donor's personal, financial, estate planning, or gift planning matters.		X						Destroy upon donor or prospective donor's death, with the exception of records that are to be held through the settlement of the donor's estate.	

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7.16.7	Records received from the donor or prospective donor regarding a prospective gift or pledge.		X		X				Destroy upon donor or prospective donor's death, with the exception of records that are to be held through the settlement of the donor's estate.
7.16.8	Pledge agreements		X	X	X			X	Permanent records for fulfilled pledges. Pledge agreements that have been written-off should be retained until university internal audit or four years* whichever comes first.
7.16.9	Gift batch records		X	X	X				Until university internal audit or four years* whichever comes first.