

## **CSUSB Philanthropic Foundation Records Retention Policy**

### **Purpose:**

The CSUSB Philanthropic Foundation is committed to effective records management to meet legal standards, ensure privacy, optimize the use of space, destroy outdated records in an appropriate manner, and comply with CSU policy and all applicable laws and regulations.

The Records Retention Schedule provides for orderly and proper retention and destruction of all official records. Retention periods may increase by government regulation, judicial or administrative order, private or governmental contract, pending litigation, changes to systemwide policy, or audit recommendations. Wherever there is a question regarding records retention and disposition, then we will rely on the Systemwide record retention policy, EO 1031 for policy guidance.

### **Confidentiality Requirement:**

Records containing confidential and personal data will be accessed only by authorized persons, maintained in secured and/or locked locations, and destroyed by appropriate methods. All employees who handle confidential data will complete the CSUSB Confidential Compliance Form as well as CSUSB's Online Information Security Training Course

### **Information Technology:**

1. IT records and files should be treated with the same confidentiality and security as hard copy documents.
2. Computer users are responsible for the maintenance and security of their electronic files and data.
3. The Division of Information Technology Services is responsible for backing up the servers.
4. Computer records should be retained according to the retention periods as scheduled below.
5. Users should review and delete any unused or obsolete files on a regular basis, but no less than annually, unless litigation or other restrictions are in effect.
6. Users should periodically log on to the campus network to clean up their email accounts.

**Disposal and Destruction of Records:**

Upon determination that it is appropriate to dispose of certain records, they should be destroyed in one of the following ways:

1. Recycle non-confidential paper records;
2. Shred or otherwise render unreadable confidential paper records; or
3. Erase or destroy electronically stored data. Degauss hard drives prior to disposal, in accordance with CSUSB Information Technology Standards.

**Retention Periods:**

General categories of records subject to specific retention periods are described in the following section. The attached table lists financial and other documents and their recommended retention periods. The table is not to be considered an all-inclusive listing for retention purposes, but describes the more frequent or commonly used records that need to be retained. If specific records are not listed, it does not mean that they can or should be thrown out without first considering the general requirements in this policy.

**Records Retention Schedule**

<b>Document</b>	<b>Minimum Retention Policy</b>
<b>1. Organizational Records:</b>	
a. Board and committee meeting documents, including agendas, minutes and related documents	Maintain most current in force. Historical policies and procedures should be retained until university internal audit or four years, whichever comes first.
b. Business correspondence-nonessential	Sender/recipient discretion
c. Contracts and leases in effect	7 yrs. After expiration date
d. Incorporation documents including articles of incorporation, bylaws, amendments, and related documents.	Permanent
e. Tax-exemption documents, IRS determination letter	Permanent
f. Tax items related to the filing of information with taxing authorities such as the IRS and State Franchise Tax Board	Custodian's record: Retain for 6 years. Duplicates: Retain for current fiscal year then destroy.

<b>2. Financial Records:</b>	
a. Accounts payable records (authorizations for payment, check copies, supporting documentation and related documents), Accounts receivable records, Audit reports of accountants/CPAs, Bank statements and reconciliations, Canceled checks, Check registers, Investment statements and Related documents	Custodian's record: Retain for 4 years from the end of the fiscal year in which the record is inactivated, if no litigation is pending. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.
b. Budget Worksheets, Credit card merchant receipts, Equipment and vehicle records; Insurance policies (including expired policies); Procurement records	Custodian's record: Retain for 4 years from the end of the fiscal year in which the record is inactivated, if no litigation is pending. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.
<b>3. Records involving Commercial fundraisers</b>	
Solicitation Campaigns using commercial fundraisers; Date & Amount of each cash contribution; Date, Amount, name & Address of each non-cash contributor; Name & Address of each employee or agent involved; documentation of all revenue received and all expenses incurred; the account number, name and location of bank or financial institution in which accounts were maintained	10 year retention. Law applies to commercial fundraisers and must be included as a provision of any contract.
<b>4. Donor Profiles</b>	Permanent
<b>5. Substantive Contact Reports</b>	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.
<b>6. Alumni Database</b>	Permanent
<b>7. Charitable Contributions</b>	

a. Amount and date; Donor designated use or purposes; Donor imposed restrictions; Donor benefits or conditions, i.e., any privilege, benefit, employment, program admission, or other special consideration from the foundation or the university in exchange for the pledge or donation.	Permanent
b. Records related to the receipt, holding and disbursement of gifts.	Permanent
<b>8. Donor Records</b>	
Records related to a donor or prospective donor's personal, financial, estate planning, or gift planning matters; Records received from the donor or prospective donor regarding a prospective gift or pledge	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.
<b>9. Pledge Agreements</b>	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.
<b>10. Gift Batch Records</b>	Until university internal audit or four years, whichever comes first.

I hereby certify that the CSUSB Philanthropic Foundation Records Retention Policy was approved at the December 3, 2015 Board of Directors meeting.

By: \_\_\_\_\_  
 Ron Fremont, Executive Director  
 CSUSB Philanthropic Foundation