

CALIFORNIA BAPTIST UNIVERSITY RECORD RETENTION AND DESTRUCTION POLICY

1) Policy

This Policy represents the California Baptist University's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

2) Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of California Baptist University and the retention and disposal of electronic documents. The Vice President for Finance and Administration is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for California Baptist University; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

3) Suspension of Record Disposal In Event of Litigation or Claims

In the event California Baptist University is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning California Baptist University or the commencement of any litigation against or concerning California Baptist University, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

4) Applicability

This Policy applies to all physical records generated in the course of California Baptist University's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

The Board of Directors of California Baptist University approved this Policy on May 1, 2009.

Appendix A – Record Retention Schedule

The Record Retention Schedule is organized as follows:

SECTION TOPIC

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Electronic Documents
- E. Payroll Documents
- F. Personnel Records
- G. Property Records
- H. Tax Records
- I. Contribution Records
- J. Tax-Exempt Bond Issuance Records
- K. Student Records

The following are some common retention periods. These apply to both physical and electronic documents. If no physical copy of an electronic document is retained, the means to ‘read’ the electronic document must also be retained.

A. ACCOUNTING AND FINANCE

<u>Record Type</u>	<u>Retention Period</u>
Accounts Payable & Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Bank Statements and Canceled Checks	7 years
Employee Expense Reports	7 years
General Ledgers	Permanent
Notes Receivable ledgers and schedules	7 years
Investment Records	7 years after sale of investment

B. CONTRACTS

Record Type

Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)

Retention Period

7 years after expiration or termination

C. CORPORATE RECORDS

Record Type

Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)

Retention Period

Permanent

Licenses and Permits

Permanent

D. ELECTRONIC DOCUMENTS

1. **Electronic Mail:** Not all email needs to be retained, depending on the subject matter.

- All e-mail—from internal or external sources—is to be deleted after 24 months.
- Staff will strive to keep their e-mail related to business issues.
- California Baptist University will archive e-mail for 30 days after the staff has deleted it, after which time the e-mail will be permanently deleted.
- Staff will not store or transfer California Baptist University-related e-mail on non-work-related computers unless it is deemed necessary or appropriate for California Baptist University purposes.
- Staff will take care not to send confidential/proprietary California Baptist University information to outside sources.
- Any e-mail staff deems vital to the performance of their job should be copied to the staff's F: drive folder, or printed and stored in the employee's workspace.

2. **Electronic Documents:** including Microsoft Office Suite and PDF files. General electronic documents not specifically identified elsewhere in this policy should be retained 24 months after the document has been deemed invalid.

In certain cases a document will be maintained in both paper and electronic form. In such cases the official document will be the electronic document.

E. PAYROLL DOCUMENTS

Record Type

Employee Deduction Authorizations

Retention Period

4 years after termination

Payroll Deductions

Termination + 7 years

Record Type

Retention Period

W-2 and W-4 Forms	Termination + 7 years
Garnishments, Assignments, Attachments	Termination + 7 years
Payroll Registers (gross and net)	7 years
Time Cards/Sheets	2 years
Unclaimed Wage Records	6 years

F. PERSONNEL RECORDS

Record Type

Retention Period

Commissions/Bonuses/Incentives/Awards	7 years
EEO- I /EEO-2 - Employer Information Reports	2 years after superseded or filing (whichever is longer)
Employee Earnings Records	Separation + 7 years
Employee Handbooks	1 copy kept permanently
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records)	6 years after separation
Employment Contracts – Individual	7 years after separation
Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings	3 years from date of hiring decision
Employment Records - All Non-Hired Applicants (including all applications and resumes - whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)	2-4 years (4 years if file contains any correspondence which might be construed as an offer)
Job Descriptions	3 years after superseded
Personnel Count Records	3 years
Forms I-9	3 years after hiring, or 1 year after separation if later

G. PROPERTY RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Property Insurance Policies	Permanent

H. TAX RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns - Income, Franchise, Property	Permanent
Tax Work paper Packages - Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent

I. CONTRIBUTION RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Records of Contributions	Permanent
Documents evidencing terms, conditions or restrictions on gifts	Permanent

J. TAX-EXEMPT BOND ISSUANCE RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Bond Transcripts, official statements and other offering documents related to bond financing	Life of Bonds plus 3 years
Board minutes and resolutions authorizing the issuance of bond financing	Life of Bonds plus 3 years
Certification of the issue price of bond financing	Life of Bonds plus 3 years
Formal elections for bond financing	Life of Bonds plus 3 years
Appraisals, demand surveys, or feasibility studies for bond-financed property	Life of Bonds plus 3 years
Documents related to Government grants associated with the construction, renovation or purchase of bond-financed facilities	Life of Bonds plus 3 years
Publications, brochures, and newspaper articles related to the bond financing	Life of Bonds plus 3 years
Trustee statements for bond financing	Life of Bonds plus 3 years
Correspondence (letters, e-mails, faxes, etc.) related to bond financing	Life of Bonds plus 3 years
Reports of any prior IRS examinations for entity or bond financing	Life of Bonds plus 3 years

K. STUDENT RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Academic Records	? years
Financial Aid Records	Current plus 3 years