

RECORDS RETENTION & DESTRUCTION

Procedure to Accompany District Board Policy; BP 3310 & AP 3310
Draft #1 – April 6, 2011

DISTRICT POLICY/PROCEDURE

BP 3310: “The Chancellor shall establish administrative procedures to assure the retention and destruction of all District Records – including electronically stored information as defined by the Federal Rules of Civil Procedure – in compliance with Title 5. Such records shall include, but not be limited to, student records, employment records and financial records.”

AP 3310: “*Reference: Title V, Sections 59020, et seq.*”

“Records’ means all records, maps, books, papers, data processing output, and documents of the District, including, but not limited to, records created originally by computer, required by Title V to be retained.

The appropriate executive staff member shall supervise the classification and destruction of records. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records.

Records shall be classified as required by Title V and other applicable statutes, and federal and state regulations.

Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title V).

- (1) *Class 1 Records-Permanent*, are to be retained indefinitely, unless microfilmed in accordance with *Title V, Section 59022: Students’ Permanent Records; Permanent Class Rolls Form 14A*; other records specified in Section 59023 of *Title V of California Administrative Code-Education*.
- (2) *Class 2 Records-Optional*, a “holding” classification awaiting assignment of record to one of the other classes; use when discretion dictates.
- (3) *Class 3 Records-Disposable*, *Add Cards; Application Forms; Book Refund Cards; Change of Address Cards; Credit/No Credit Cards; Drop Cards; Leave of Absence Sheets and Cards; Petition for Graduation Cards; Registration Forms; Residence Hall Applications; Statement of Residence Forms; Student Petitions; Student’s Confidential Health Cards; Study Lists; Test results*.
- (4) Non-Records are ancillary documents that do not conveniently fit in Class 1 or 3, may be retained or disposed of as convenient, and includes *Academic Probation Lists, Appointment Books (Registration), Bookstore Records, Counselor/Counselee Lists, Final Exam Schedules*, High School and College Transcripts (keep maximum of one year when unsolicited), Library Lists, Purchase Order Copies, *Transcript Request Forms*, and *Trial Study Lists*.

Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

Destruction is by any method that assures the record is permanently destroyed, e.g., shredding, burning, pulping.”

Revised: 12/01/2006

Adopted: 7/21/2004

FOUNDATION POLICY/PROCEDURE

Purpose of Policy: The purpose of this policy is to ensure that Yuba College Foundation, Inc. documents are systematically reviewed to assure that their retention or destruction occurs in compliance federal and state regulations (See: Title V above). We strive to do so in recognition of the tabular recommendations provided subsequent to this policy statement.

Retention Recommendations: The table below highlights the various records housed by the Yuba College Foundation, Inc. and includes suggested retention periods. There may be documents currently housed, either in paper or electronic format, that are not listed but are similar to a classification designated below – in which case they will be treated in the manner of the category into which they fall. For documents that do not fit into any of the classifications cited below, it is recommended that guidelines and policies such as Title V and the Yuba Community College District BP & AP 3310 be referenced. In some cases, contacting the Foundation/District auditing firm would be recommended.

<u>RECORD</u>	<u>PERIOD OF RETENTION</u>
Accounts Receivable and Payable	7 Years
Annual Reports	Permanent
Applications for Exemptions	Permanent
Articles of Incorporation	Permanent
Auditors Reports and Work Papers	Permanent
Authorizations and Appropriations for Expenditures	3 Years
Bank Deposit Slips	3 Years
Bank Statements / Reconciliations	10 Years
Budgets	6 Years
Campaign Materials (financial)	5 Years after Campaign's Completion
Campaign Materials (pledge forms)	5 Years after final payment or inactivation
Campaign Materials (promotional)	Permanent (1 Copy)
Cash Disbursements Journal	Permanent
Cash Receipts Journal	Permanent
Charts of Accounts	Permanent
Checks (canceled), General	7 Years
Checks (important), taxes, contracts, property purchases, etc.	Permanent
Claims and Litigation Files	10 Years
Computer Backups	7 Years
Constitution and By-Laws	Permanent
Contracts (General)	10 Years
Contracts (Government)	7 Years
Contracts (sales)	7 Years
Contracts & Leases Still in Effect	Permanent
Copyright, Patent & Trademark Registrations	Permanent
Correspondence (General)	10 Years
Correspondence (Legal or Otherwise Important Matters)	Permanent
Deeds, Mortgages & Bills of Sale	Permanent
Deposit Slips	1 Year
Depreciation Schedules	5 Years

RECORD	PERIOD OF RETENTION
Financial Statements (Annual)	Permanent
Financial Statements (Interim/Internal)	Permanent
Garnishments	7 Years
General Journal of Ledger	Permanent
Government Reports	6 Years
Grant Records	5 Years or Period Required by Grantee (greater of the two)
Income Tax Returns (+ canceled federal, state & local checks)	Permanent
Independent Contractor Records	10 Years
Insurance Policies (current accident reports, claims, policies, +)	Permanent
Insurance Policies (expired)	3 Years
Internal Reports	3 Years
Inventory Lists	7 Years
Investment Bond Documents	6 Years after the fiscal year in which the bond was retired
Investment Records (agreements, performance reports, monthly & quarterly statements)	7 Years Following Disinvestment
Invoices	7 Years
IRS Letters of Exemption(s)	Permanent
Journals and Ledgers	Permanent
Leases	10 Years
Legal Opinions	Permanent
Licenses	3 Years (after expiring)
Litigations	Permanent
Manuscripts	2 Years
Membership Records	3 Years
Minutes (board committees with board authority)	Permanent
Minutes (committees without board authority)	5 Years
Mortgages	Permanent
Patents, Licenses, Copyrights, Agreements, Bills of Sale, Permits, liabilities, etc.	3 Years or Life of Document
Petty Cash Vouchers	3 Years
Planned Gifts (Trusts, Bequests, Annuities or other Planned Gifts)	Permanent
Property Appraisals	Permanent
Property Records (including costs, depreciation reserves, end- of-year trial balances, blueprints, and plans)	Permanent
Publications	Permanent
Purchases (including title abstracts, opinions, insurance policies, sales agreements, mortgages, and deeds)	Permanent
Sales and Use Tax Returns	10 Years
Sales Records	3 Years
Sales Tax Exemption Letter	Permanent
Subsidiary Ledgers	Permanent

RECORD	PERIOD OF RETENTION
Supporting Correspondence (and notes rearding patents, copyrights, licenses, agreements, bulls of sale, permits, liabilities, etc.)	Great of Life of Principal Document which it supports or 3 Years
Tax Returns	Permanent

NOTE: *These suggested document retention periods have been provided by (a) the auditing firm of Matson & Isom and (b) the College of William and Mary Foundation.*