

California State University -
INFORMATION DISPOSITION SCHEDULE

Record Series Identifier	Record Series Name										
Record Identifier	Record Title	Custodian of Record	Record Value: O - Operational F - Fiscal L - Legal H - Historical V - Vital					Retention Authority	Retention Period		
			O	F	L	H	V				
2.0	FISCAL RECORDS										
2.01	ACCOUNTS PAYABLE	VP / CFO	x	x	x				See Remarks.		
	Documents related to the creation of a vendor record such as vendor data form; W-9; ACH authorization.										Custodian's record: Retain for 4 years from the end of the fiscal year of the record item (transaction; reconciliation; form etc) if no litigation is pending. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.
	Documents related to the payment for goods and services, regardless of payment method (check; wire; ACH): Source document; evidence of approval; pertinent backup. Examples: Invoice, fee refund, travel expense reports, check request, wire request; disbursement journals; check registers.										<--- Retention for this specific series (vendor setup documents) is 4 years after the last financial event with the vendor. Cannot destroy while Vendor is still active.
	Workpapers supporting non-cash debit adjustments to vendor transactions.										
2.02	ACCOUNTS RECEIVABLE	VP / CFO	x	x	x			x	See Remarks.		
	Documents supporting the creation of a customer record: set-up forms; billing terms; Loan Agreement.										Custodian's record: Retain for 4 years from the end of the fiscal year of the record item (transaction; reconciliation; form etc) if no litigation is pending. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.
	Documents related to the collection of payments due to the campus; copies of invoices; correspondence.										<--- Retention for this specific series (customer setup documents) is 4 years after the last financial event with the customer. Cannot destroy while Customer is still active.
	Analyses supporting Allowance for Doubtful accounts, write-offs.										
	Workpapers supporting non-cash credit adjustments to Customer transactions.										
	Credit card receipts resulting from sales of goods or services.										
2.03	AUDITS	VP / CFO		x				x			

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2.0	FISCAL RECORDS											
	VERY IMPORTANT -- See Remarks on last page.											
	Documents related to financial or operational audits (GAAP; BSA); Campus' workpapers generated during the audits.								See Remarks.		Custodian's record: Retain for 4 years from the end of the fiscal year of the record item (transaction; reconciliation; form etc) if no litigation is pending. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy. Permanent	
	Audit reports; annual audited financial statements.											
2.04	AUXILIARY ENTERPRISE RECORDS	VP / CFO	x	x	x				See Remarks.		Custodian's record: Retain for 4 years from the end of the fiscal year of the record item (transaction; reconciliation; form etc) if no litigation is pending. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.	
	Resident records such as signed license agreements; meningitis informed consent releases.											
	Parking permit records, such as applications; guest pass requests; temporary ADA requests; permit reconciliation reports.											
	Parking citation records, including appeals; administrative hearings; DMV reports.											
	Receipts and cashiering reconciliation reports											
	Pertinent reports such as Lost and Stolen Permits.											
2.05	BANKING & INVESTING	VP / CFO	x	x					See Remarks.		Custodian's record: Retain for 4 years from the end of the fiscal year of the record item (transaction; reconciliation; form etc) if no litigation is pending. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.	
	Bank statements, canceled checks; bank charges; bank reconciliations; remittance advices.											
	Cash adjustments/corrections											
2.06	BUDGET DOCUMENTS	VP / CFO	x	x					See Remarks.		Custodian's record: Retain for 4 years from the end of the fiscal year of the record item (transaction; reconciliation; form etc) if no litigation is pending. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.	

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	Documents used in the preparation of the campus' annual budget, such as working files and spreadsheets; correspondence.												
	Final Budget Submission; Allocations; Annual Plan.												
2.07	BUSINESS PROCUREMENT CARD RECORDS	VP / CFO	x	x	x			See Remarks.	Custodian's record: Retain for 4 years from the end of the fiscal year of the record item (transaction; reconciliation; form etc) if no litigation is pending. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.				
	Documents related to purchases made by the Campus using a p-card, such as original statements, receipts, reconciliations.												
2.08	CASH RECEIPTS	VP / CFO	x	x	x			See Remarks.	Custodian's record: Retain for 4 years from the end of the fiscal year of the record item (transaction; reconciliation; form etc) if no litigation is pending. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.				
	Documentation for payments received (including fees, permits, etc) such as cash register records, deposit slips; courier records; ticket records; cash journals or logs; cash reconciliations.												
2.09	CLOSING OF THE BOOKS RECORDS	VP / CFO	x	x				See Remarks.	Custodian's record: Retain for 4 years from the end of the fiscal year of the record item (transaction; reconciliation; form etc) if no litigation is pending. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.				
	Documents related to the monthly, quarterly and annual analysis of accounts including reconciliations, journal entries, transaction journals; workpapers.												

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2.0	FISCAL RECORDS											
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2.10	CONTRACTS AND PROCUREMENT Documents related to the acquisition of supplies, services, IT resources, space and facilities, and leasing of real property, such as requisitions; bids and proposals; purchase orders; contracts; leases; receiving reports; MOU's; licenses.	VP / CFO	x	x	x		x		See Remarks.	Custodian's record: Retain for 4 years from the end of the fiscal year in which the contract is completed or terminated. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.		
2.11	DEBT Documents related to non-State funding (CSU-issued bonds, equipment financing) such as official statements; debt service schedules; loan agreements.	VP / CFO	x	x	x	x	x		Education Code 90010 and Bond Indenture; See Remarks.	Custodian's record: Retain for 4 years from the end of the fiscal year in which the bonds are paid off or redeemed. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.		
2.12	FINANCIAL REPORTS Documents that relate to the status of accounts at month, quarter or year-end such as FIRMS submissions, IPEDS financial reports; SCO tab runs; general ledgers; A/R, A/P and fixed asset sub-ledgers.	VP / CFO	x	x	x				See Remarks.	Custodian's record: Retain for 4 years from the end of the fiscal year of the record item (transaction; reconciliation; form etc) if no litigation is pending. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.		
2.13	INTERNAL CONTROL COMPLIANCE	VP / CFO	x	x			x		See Remarks.	Custodian's record: Retain for 4 years from the end of the fiscal year containing the last financial event that the document supports, if no litigation is pending. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.		

Bond indenture requires records to be avail for inspxn while bonds are outstanding.

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	Documents relating to Tuition and Fee charges (such as dishonored checks; promissory notes; aging and balancing reports; collection attempts)							"AACRAO"; see Retention Schedule 4	5 years after graduation or date of last attendance.		
	Documents relating to financial aid (such as stop payment requests; direct deposit / ACH transmissions; authorizations for educational line of credit loans)							"34 CFR 668.24"; see Retention Schedule 4	3 years after award.		
	Documents relating to Student Athletes (such as scholarship payment authorizations for athletic Grant in Aid and ASI checks)							"Best Practice"; see Retention Schedule 4	6 years after initial CSU enrollment or 2 years from last enrollment, whichever is longer.		
2.19	TAX ITEMS	VP / CFO	x	x	x			IRC Section 6501(e)(1)(A); See Remarks.	Custodian's record: Retain for 6 years. Duplicates: Retain for current fiscal year then destroy. Imaged documents: Retain until verified to the Imaging System then destroy.		
	Documents related to the filing of information with taxing authorities such as the IRS and State Franchise Tax Board.								Per Andy Jones, CO General Counsel.		
Remarks:	ELECTRONIC VERSUS HARDCOPY										
	Retention standards apply regardless of whether the record is created or maintained in paper or electronic format.										
	All records must be maintained in a readable format regardless of changes in technology or equipment obsolescence.										
	Hardcopy versus Electronic: Electronic copies satisfy the law for enforceability of a transaction and as evidence in a dispute. Civil Code Sections 1633.1 et seq and Evidence Code Section 1521.										
	VERIFICATION OF IMAGED DOCUMENTS; "WHEN TO SHRED THE ORIGINAL":										
	Physical documents must not be destroyed until their scanned images have been sufficiently examined for completeness, clarity and accuracy of indexing. Shredding should be suspended at any time that the reliability of the process or the stability of the system is in question.										
	RETENTION PERIOD										
	Different retention periods exist for 'fiscal records', depending on the underlying Funding Source. If an activity's Funding Source is a bond, the retention period is extremely long. Contact Capital Planning, Design and Construction for guidance. https://csyou.calstate.edu/Divisions-Orgs/bus-fin/trm/Pages/Tax-Exempt-Bond-Requirements.aspx										
	See also the Financing and Treasury webpage for Tax-Exempt Bond Requirements----->>>										
	If an activity's Funding Source is a grant, the retention period is somewhat long. Refer to Retention Schedule #10 Research and Sponsored Programs for guidance.										
	For all other funding sources, the retention periods reflected here apply, as 'default'.										

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The 4-year retention period recommended for most of the Fiscal Record categories is based on the following considerations.											
1 -- The IRS requirement to retain records for up to 6 years (CSU files tax returns on its Unrelated Business Income and must be able to support the reported activity in the event of an audit).											
2 -- Though CSU must have its procurement practices audited every 5 years (Ed Code 89045), the SCOPE of those audits is never more than 3 years. 3 yrs of data will suffice per M. Schlack.											
3 -- Review of other universities' retention periods, which generally ranged from 3 to 6 years.											
4 -- CSU's annual cost of storing records off-site, which could be upwards of \$650,000; 3 locations were polled; their average annual cost was \$27K. 24 locations X \$27K = \$648K.											
5 -- An intent to keep the number of retention rules minimal (for easier implementation), and acceptance that some records will be retained longer than technically needed.											
Property & Equipment Records: Separate category not needed; redundant. Expensed items will be in 2.01 A/P; Capitalized items and depreciation will be in 2.03 Audits.											
LOCAL CONTACT AND PHONE											
Campuses utilizing this schedule may find it helpful to add columns to the right to insert "local contacts" (subject matter experts) for each of the record categories.											