

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

Record 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	Advance-ment	X		X			Government Section 12599.7(a)	10 year retention. Law applies to commerical fundraisers and must be included as a provision of any contract.
7.2	Date & Amount of each cash contribution	Advance-ment	X		X			Government Section 12599.7(a)	10 year retention. Law applies to commerical fundraisers and must be included as a provision of any contract.
7.3	Date, Amount, Name & Address of each non-cash contributor	Advance-ment	X		X			Government Section 12599.7(a)	10 year retention. Law applies to commerical fundraisers and must be included as a provision of any contract.
7.4	Name & Address of each employee or agent involved	Advance-ment	X		X			Government Section 12599.7(a)	10 year retention. Law applies to commerical fundraisers and must be included as a provision of any contract.

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7.5	Documentation of all revenue received and all expenses incurred	Advancement	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.
7.6	The account number, name and location of bank or financial institution in which accounts were maintained	Advancement	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	Advancement	X		X	X			Permanent
7.9	Namings Facilities and Properties, documents supporting approval by the Board of Trustees	Advancement	X		X	X			Permanent
7.1	Donor Profiles	Advancement	X						Permanent
7.11	Substantive Contact Reports	Advancement	X						Until death of individual or settlement of estate
7.12	Alumni Database	Advancement	X						Permanent
7.13	Affinity Solicitation Opt-Out	Advancement	X		X				Until revoked or death of individual
7.14	FERPA Opt-Out	Advancement	X		X				Until revoked or death of individual

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									Maintain most current in force. Historical policies and procedures should be retained until university internal audit or four years* whichever comes first.
7.15	Policies and Procedures	Advance- ment	X						
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.
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.

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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.