



CSURMA

POLICY AND PROCEDURE NO. 3

EFFECTIVE: AUGUST 8, 1999

SUBJECT: RECORDS RETENTION

POLICY:

The California State University Risk Management Authority (CSURMA) has an obligation to create and maintain records and information in accordance with accepted records management practices and standards. It shall be CSURMA's policy to maintain records in accordance with the following Records Retention Schedule.

RECORDS RETENTION SCHEDULE

Type	Title	Retention Period
ADM	Administration Correspondence Policy and Procedure Accreditation	3 years Permanent Permanent
BC	Boards / Committees Agendas Minutes - Executive Committee Minutes - Program Committees Resolutions	Permanent Permanent Permanent Permanent
BD	Board of Directors Agendas Meeting Notices Minutes of Board Meetings Resolutions	Permanent Permanent Permanent Permanent
CON	Contracts Agreements and Contracts	7 years following end of contract
ELE	Elections General	Permanent

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FIN	<p>Financial</p> <ul style="list-style-type: none"> Accounts Payable <li style="padding-left: 20px;">Correspondence <li style="padding-left: 20px;">A/P Distribution Journal <li style="padding-left: 20px;">Cash Disbursements <li style="padding-left: 20px;">Expense Reports <li style="padding-left: 20px;">Invoices Accounts Receivable <li style="padding-left: 20px;">A/R Register <li style="padding-left: 20px;">Aged Trial Balance <li style="padding-left: 20px;">Invoices Audit Reporting <li style="padding-left: 20px;">Correspondence <li style="padding-left: 20px;">Reports <li style="padding-left: 20px;">State Controller's Report <li style="padding-left: 20px;">Workpapers Banking <li style="padding-left: 20px;">Correspondence <li style="padding-left: 20px;">Bank Confirmations <li style="padding-left: 20px;">Bank Reconciliations <li style="padding-left: 20px;">Bank Statements <li style="padding-left: 20px;">Canceled and Voided Checks <li style="padding-left: 20px;">Deposit Slips <li style="padding-left: 20px;">Signature Authorizations Financial Reporting <li style="padding-left: 20px;">Correspondence <li style="padding-left: 20px;">Reports and Studies <li style="padding-left: 20px;">Charts of Accounts Ledgers <li style="padding-left: 20px;">Account Analysis <li style="padding-left: 20px;">Balance Sheets <li style="padding-left: 20px;">General Ledger <li style="padding-left: 20px;">Journal Entries 	<p>Permanent until reclassified</p> <p>Permanent until reclassified</p> <p>Permanent until reclassified</p> <p>Permanent until reclassified</p> <p>Permanent until reclassified</p> <p>Permanent until reclassified</p>
INS	<p>Insurance</p> <ul style="list-style-type: none"> Memorandum of Coverage Insurance Policies Endorsements Premium Deposit Determination Retrospective Ratings Claims Audits Actuarial Studies Underwriting Files 	<p>Permanent</p> <p>Permanent</p> <p>Permanent</p> <p>Permanent</p> <p>Permanent</p> <p>Permanent</p> <p>Permanent</p> <p>Permanent</p>



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Type	Title	Retention Period
	Certificates of Insurance	Permanent
LGL	Legal General Correspondence Attorney Correspondence Conflicts of Interest Code Conflict of Interest Statements Claims Litigation Opinions	Permanent Permanent Permanent 7 years 7 years 5 years after litigation is concluded Permanent
MEM	Membership Membership Records Program Participation Agreements	Permanent Permanent
MIS	Miscellaneous	Permanent until reclassified