



RECORD RETENTION AND DOCUMENT DESTRUCTION POLICY

California Center for Sustainable Energy (CCSE) shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

Purpose

In accordance with the Sarbanes Oxley Act, CCSE shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States . . . or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction. In order to eliminate accidental or innocent destruction, CCSE has the following document retention policy:

Number	Type of Document	Minimum Requirement
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I CORPORATE RECORDS

	Annual Reports to Secretary of State/Attorney General	Permanent
	Articles of Incorporation	Permanent
	Board Meeting and Board Committee Minutes	Permanent
	Board Policies/Resolutions	Permanent
	Bylaws	Permanent
	IRS Application for Tax-Exempt Status (Form 1023	Permanent
	IRS Determination Letter	Permanent



	State Sales Tax Permit, If Applicable	Permanent
	State Use Tax Application	Permanent
	Correspondence in General	3 Years

II **ACCOUNTING RECORDS**

	Annual Audits and Financial Statements	Permanent
	Annual Budgets Approved by Board of Directors	Permanent
	IRS 990 Tax Returns	Permanent
	CA 190 Tax Returns	Permanent
	CA RRF-1 Annual Registration to Attorney General	Permanent
	IRS 550 Return/Report of Employees Benefits Plan	Permanent
	IRS 1099's	7 years
	Fixed Assets Records	Permanent
	Depreciation Schedules	Permanent
	Accounts Payable, Ledgers and Schedules, Employee Expense Reports	10 years
	Journal Entries	10 Years
	Internal Audit Reports	Permanent
	Bank Reconciliations, Statements, Deposits Slips and Cancelled Checks	10 years
	Electronic Fund Transfers (ACH, Wires)	10 Years
	Invoices –AR	10 years
	Sales Record	5 years

III Payroll Records

	Payroll Registers	10 years
	Time Cards	10 years
	Earning Records	10 years
	Payroll Tax Returns	7 years
	W-2 Statements	7 years

IV Employment Records

	Recruitment, Hiring and Job Placement (Includes Employment Applications)	3 Years
	Employment and Termination Agreements	Permanent
	Employees Benefits Data	Permanent
	Records Relating to Promotion, Demotion or Discharge	7 years after termination
	Accident Reports and Worker's Compensation	5 years
	Salary Schedules	7 years
	I-9 Forms	3 years after termination
	Employee Health Records	5 years

VI Legal, Insurance, and Contracts

	Copyright Registration	Permanent
	Patents & Trademark Registration	Permanent
	Insurance Policies	Permanent



	Certificates of Insurance	6 years
	Insurance records, accidents and claims	Permanent
	Government Contracts (CPUC, State and Federal Agencies, Municipalities, and <u>Subcontractors' Contracts Signed to Perform Work Under Government Contracts</u>)	Permanent
	Other Non Government Contracts and Non Government Energy Service Bureau	6 years after termination
	OSHA Documents	5 years
	General Contracts – G&A Consultants	6 years after termination
	Leases and Subleases	7 years after termination

VII Grants, Donor Record, and Grant Applications

	Submitted Grant Applications	3 years
	Grants Contracts	7 Years
	Donor Records	7 Years
	Endowment Records	Permanent

Responsibilities for Storage and Retention

In addition to the general and minimum retention requirements, it is prudent for Management and Programs to spell out some guidelines within internal department and programs for managing documents. Basic guidelines and responsibilities for managing documents follow.



Responsibilities

Responsibility for managing retention, storage, and destruction of records shall be shared between the Executive Assistant, Human Resources Director and Controller. The Controller shall manage and store all financial records pertinent to day-to-day financial operations. As necessary, the Controller shall manage and store copies of archived audits, reports, and financial statements required for orderly and efficient conduct of financial business. The Executive Assistant shall manage and store all non-financial records, general legal correspondence, all Board of Directors minutes, resolutions, files and correspondence. The Human Resources Director shall manage and store all employment files, health care, and pension plan benefits.

Physical Storage

General accounting files, payroll, contracts, insurance policies, and ledgers will be stored in the accounting department offices. In the Controller's office, there is a fire proof cabinet where contracts, current payroll binders, insurance policies, tax returns, and IRS documents are stored. In the Staff Accountant, there are two cabinets where current accounts payables, accounts receivable, employee expense reports, and prior year payroll binders are stored.

Employment files, employee records, health care enrollment forms, and pension plan files are stored in the Human Resources Director office.

Board of Directors minutes, resolutions, and other files are stored in the Executive Director file cabinets; as well as, corporate correspondence.

Review and Management

The Executive Director shall establish an annual schedule to review retained records for determination of retention and disposal requirements. Board members, committee chairpersons, and staff shall conduct this review of records in their possession in accordance with the Executive Director's schedule. Records subject to destruction shall be turned over to the Executive Director for destruction in accordance with best available practices. The Executive Director's Assistant shall record the destruction of records and make appropriate annotation on the index of records.

Update and Modification of Policy

The Board of Directors shall have authority to adopt changes and updates to this policy. The CCSE Board of Directors shall be kept abreast of significant changes in requirements mandated by new or changed laws and regulations concerning records management, and the Board shall adjust this policy accordingly

APPROVED
12-10-2008

