ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY: **DOCUMENTS AND RECORDS RETENTION AND DESTRUCTION POLICY**

EFFECTIVE DATE: **September 21, 2018**

REVISED DATE: **February 5, 2026**

DEFINITIONS

Documents:
A piece of written, printed, or electronic matter that provides information. Documents can usually be changed and revised as needed. They usually are work in progress.

Records:
A piece of evidence about the past, especially an account kept in writing or some other permanent form. Records may start out as documents and then become records when they are used as evidence.

PURPOSE

To establish policy and procedures ensuring that legal and regulatory requirements associated with the retention and disposition of Associated Students, Inc. of California State University San Marcos (herein called ASI) documents and records are met.

POLICY

I. DOCUMENTS AND RECORDS

1. ASI shall maintain documents and records in electronic or paper form

2. ASI shall maintain a record of where documents are stored or located so that they may be accessed within a reasonable period of time.

II. PROVISION OF DOCUMENTATION FOR INVESTIGATIONS OR LITIGATION

1. Documents requested and subpoenaed by legally authorized personnel will be provided within the time period requested or required. The ASI Executive Director, in consultation with the Vice President of Student Affairs of California State University San Marcos (CSUSM), will authorize provision. In the absence of the ASI Executive Director, provision will be authorized by the Vice President of Student Affairs. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

III. DOCUMENTATION RETENTION SCHEDULE

3.1 Corporate Records

3.1.1	Article of Incorporation to apply for corporate status and any amendments	Permanent
3.1.2	Internal Revenue Services (IRS) Form 1023 (in the USA) to file for tax-exempt and/or charitable status and amendments	Permanent
3.1.3	IRS letter recognizing ASI's tax exempt status	Permanent
3.1.4	By Laws	Permanent
3.1.5	Board of Directors' and Administrative policies	Permanent
3.1.6	Board of Directors' Resolutions	Permanent
3.1.7	Board of Directors, Executive, and standing committee meetings minutes	Permanent
3.1.8	List of Board of Directors members, contact information, and the dates of their term(s)	Permanent
3.1.9	Annual Conflict of Interest disclosure statements	Permanent
3.1.10	Sales tax exemption documents	Permanent
3.1.11	Tax or employee identification number designation	Permanent
3.1.12	Annual tax corporate filings	Permanent

3.2 Financial Records

3.2.1	Charts of Accounts	Permanent
3.2.2	Fiscal Policies and Procedures	Permanent
3.2.3	Financial audits by outside auditing firms and the CSU Chancellor's Office	Permanent
3.2.4	Financial statements	Permanent
3.2.5	General Ledger	Permanent
3.2.6	Check registers/books	4 Years
3.2.7	Requisitions	4 Years
3.2.8	Bank deposit slips	4 Years
4.2.9	Cancelled checks	4 Years
3.2.10	Invoices	4 Years
3.2.11	Investment records (deposits, earnings, withdrawals)	4 Years
3.2.12	Property/asset inventories	4 Years
3.2.13	Petty cash receipts/documents	4 Years
3.2.14	Credit Card receipts	4 Years

3.3 Tax Records

3.3.1	Federal and State annual tax returns	Permanent
3.3.2	Business records that support federal and state annual returns	Permanent
3.3.3	Payroll registers	7 Years

3.3.4	Filings of fees paid to professionals (IRS Form 1099 in the USA)	7 Years
3.3.5	Payroll tax withholdings	7 Years
3.3.6	Earnings records	7 Years
3.3.7	Payroll tax returns	7 Years
3.3.8	W-2 statements	7 Years

3.4 As of July 1, 2011 personnel records are maintained by the CSUSM Corporation.

PROCEDURE

I. METHOD OF RETENTION

1. Electronic files are stored in ASI shared drive and SharePoint.
2. Paper documents shall be stored in the ASI offices.

II. DOCUMENT AND RECORD DESTRUCTION, INCLUDING PROHIBITION ON DOCUMENT AND RECORD DESTRUCTION

1. Files are reviewed annually for deletion or destruction.
    a. Paper documents and records are shredded. ASI professional staff member will contact campus Procurement to schedule document shredding.
    b. Electronic files are deleted.

RELATED DOCUMENTS

I. CSUSM Records/Information Retention and Disposition policy
https://www.csusm.edu/policies/active/pdf/recordsretention20100001.pdf

II. CSU Chancellor's Office Retention and Disposition Schedules
https://www.calstate.edu/csu-system/records-retention-disposition/Pages/schedules.aspx

III. CSUSM Corporation Record Retention Policy
https://www.csusm.edu/corp/businesssrvcesandfinance/policies_proc_forms/documents/dm_uploads/policies/recordsretentionpolicy.pdf