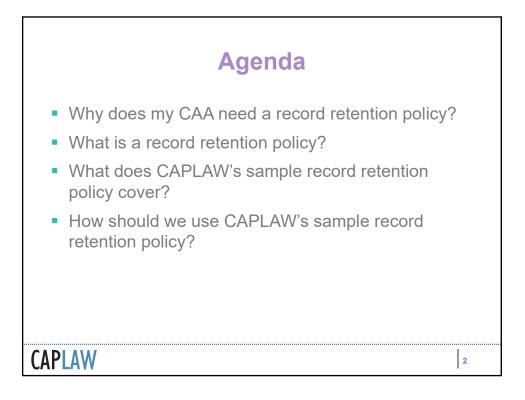
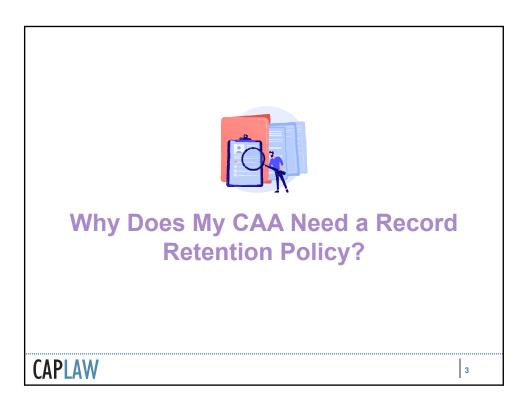
Policies in Practice: Complying with the CSBG Organizational Standards Webinar Four: Record Retention Policy









5

Why Have a Record Retention Policy? It's Required!

CSBG Organizational Standard 8.13

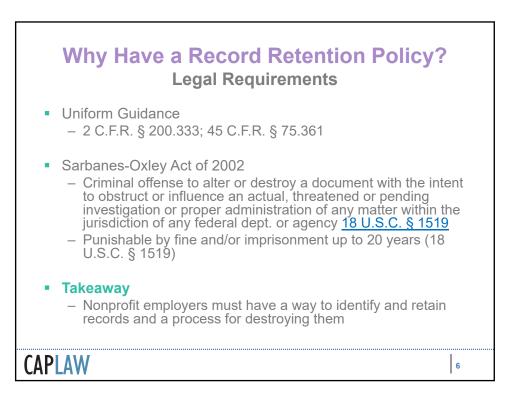
Private

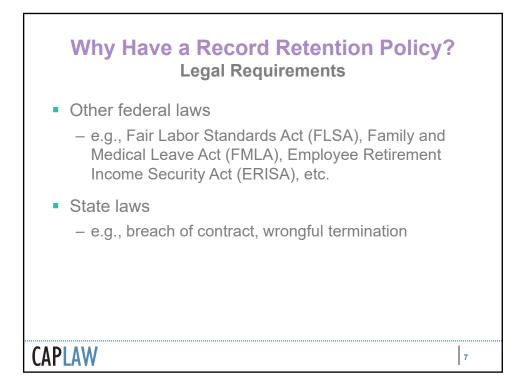
The organization has a written policy in place for record retention and destruction.

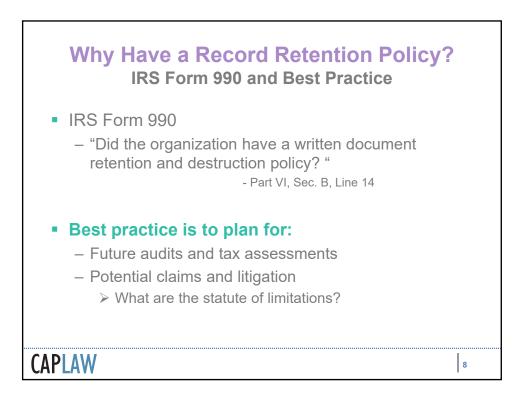
Public

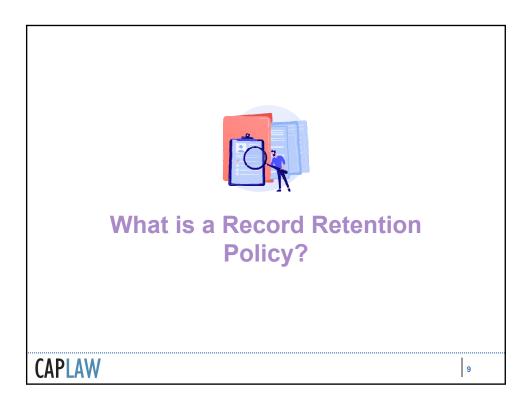
The department follows local government policies for document retention and destruction.

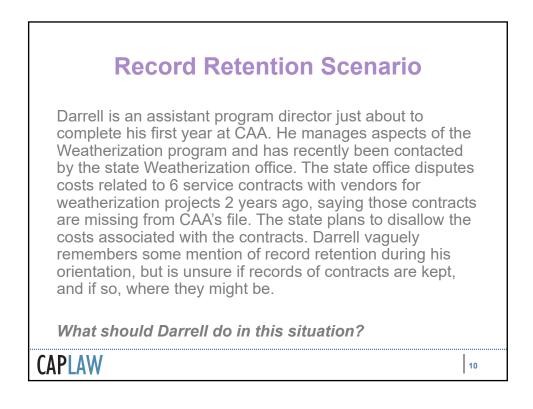
CAPLAW











11

What is a Record Retention Policy The Basics

Introduction/purpose

Scope/Coverage

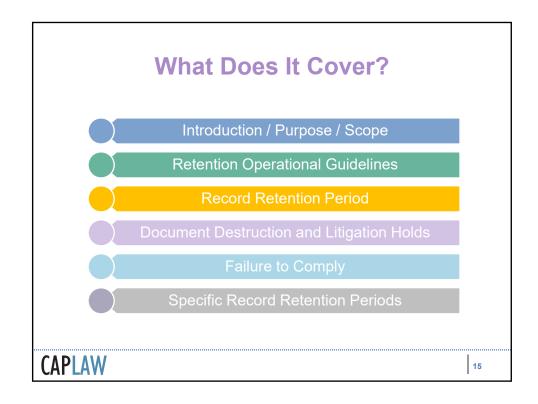
- Applies at least to employees, directors and officers
- Spells out which records covered
- Responsibility
 - Assigns duties
- Operational procedures
 - Establishes destruction process, litigation holds, handling of electronic or paper, onsite, offsite, etc.
- General and specific retention periods

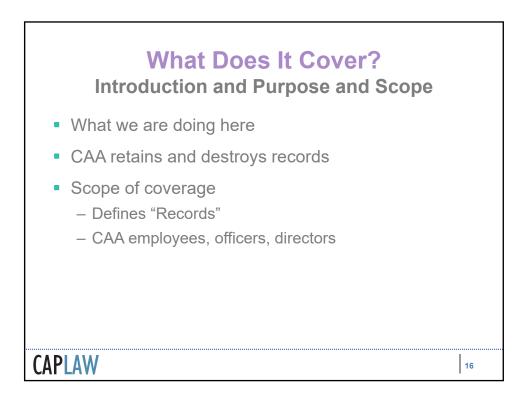
CAPLAW

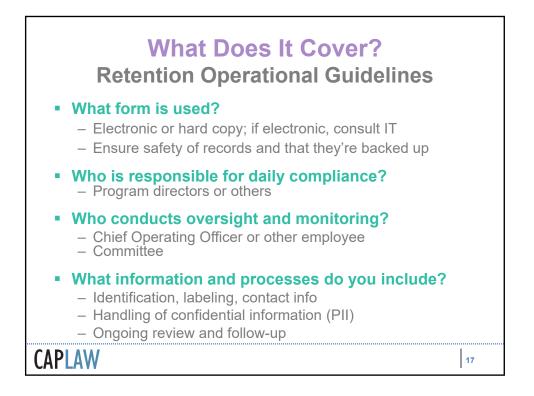


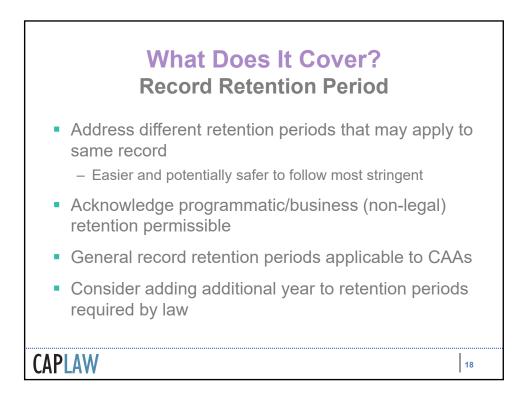












19

What Does It Cover? Record Retention Period

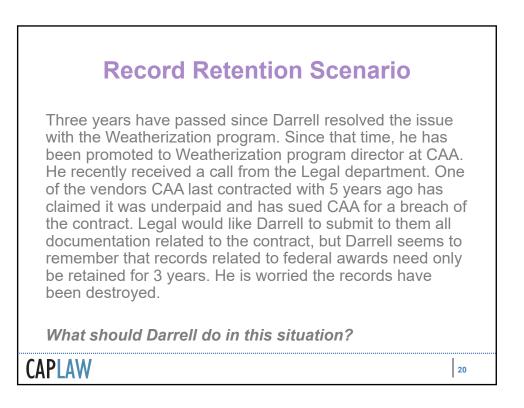
Federally funded projects

- Dictated by Uniform Guidance (+ 1)
- Records pertinent to federal award
- Permanently for records prior to December 26, 2014
- Exceptions include written notice from funding source/ pending litigation/audits/investigations

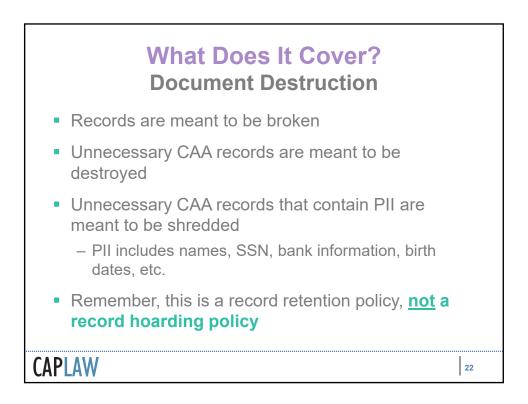
State funded projects

 Retention period will be based on state law and/or grant/contract provision (+1)

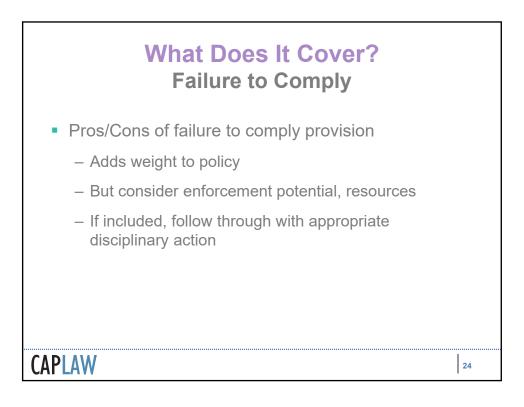
CAPLAW











What Does It Cover? Specific Record Retention Requirements		
 Includes periods to Corporate/Operational 	r the following types of records: Human Resources	
Financial/Accounting	Public Information	
Legal	Proposals and Fundraising	
Insurance	Executive Office	
Property	IT/Office Services/Administration	
CAPLAW	25	



What Does It Cover? Specific Record Retention Requirements		
Human Resources Records The following Records shall be retained in the Human Resour shall begin after the termination of employment (T) of the fo		
Discrimination and wage claims	P	
Pension Records Personnel file*	Р Т+7 <mark>26</mark>	
Benefits Records	T+7 ²⁷	
Criminal background check Records for hired employees	T+7	
Job descriptions	T+7	
CAPLAW	27	





