

CALIFORNIA STATE UNIVERSITY NORTHRIDGE FOUNDATION

DOCUMENT RETENTION AND SECURITY POLICY

In accordance with California State University Executive Order #1031, this policy sets forth the guidelines for the review, retention and destruction of documents received or created by the California State University Northridge Foundation during the normal course of business. It is the intention of this policy to also outline the Foundation's compliance with federal and state laws and regulations in reference to document retention.

Responsibility for the implementation of this policy rests with the Foundation President and Chief Financial Officer of the Foundation. Any deviation from this policy, including the accidental or innocent destruction of records, must be reported to the Foundation's Executive Committee in a timely manner, not to exceed fifteen days. The Foundation's Board of Directors will be informed at their next meeting of any deviation to this policy.

For purposes of this policy, the Foundation will utilize Records/Information Retention and Disposition Schedule administered by the California State University under Executive Order #1031 as the guideline for implementation of this policy. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time. This policy will be reviewed annually for accuracy and completeness and for changes required by federal and state law or California State University or campus policy.

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

California State University Northridge Foundation's records will be stored in a safe, secure, and accessible manner. Documents and financial files essential to keeping the Foundation operating in an emergency will be duplicated or backed up at least every week. Critical electronic documents and financial files will be stored and duplicated on off-site servers. The Foundation utilizes the back-up services provided through the California State University, Northridge, Information Technology Division, which performs a daily back-up of all electronic files.

Document Destruction

The Foundation's Chief Financial Officer is responsible for the ongoing process of identifying records, which have met the required retention period, and overseeing their destruction.

Destruction of financial and personnel-related documents will be accomplished by shredding with a certificate of completion from the service.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure to comply with this Document Retention Policy may result in punitive action against the employee, including suspension or termination. Questions about this policy should be referred to the Foundation's Chief Financial Officer, who is in charge of administering, enforcing, and updating this policy.