

# Exhibit C: Page 1

## APPENDIX

### Records Retention Policy Schedule

Record	Retention Period	Authority
SBCERA Board and Committee Agenda and Minutes Governing Documents Board Resolutions Board Policy	Indefinitely	Government Code § 26202 Hard copy and Electronically
Pacific Public Partners Agenda and Minutes Governing Documents	Indefinitely	Government Code § 26202 Hard copy and Electronically
Trustee Records <ul style="list-style-type: none"> <li>• Bios</li> <li>• Oath of Office</li> <li>• Verification of Trustee Education/Training</li> <li>• Visa Justification and Expense Reimbursement</li> <li>• Travel</li> </ul>	5 years after termination of office	Government Code § 26202 Electronically
Auditor and Actuary Reports, CAFRS	Indefinitely	Government Code § 26202 Electronically
Statement of Economic Interests	7 years	Government Code § 26201, 81009 Electronically
Participating Employer Correspondence Agreements with SBCERA Resolution Re: SBCERA	Indefinitely	Government Code § 26202 Hard copy and Electronically

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Record	Retention Period	Authority
Contracts, including investment contracts	4 years after termination of contract	Government Code § 26202, C.C.P. § 337 Electronically
Purchasing Records, Purchase Requisitions	4 years	Government Code § 25501, C.C.P. § 337 Electronically
Administrative Budget, Budget Records	FY + 5 years	Government Code §§ 26907, 26907.2 Hard copy and Electronically
Request for Proposals <ul style="list-style-type: none"> <li>• Awarded Proposal</li> <li>• Unsuccessful Proposal</li> </ul>	4 years after termination of contract  2 years	Government Code § 26202, C.C.P. § 337
Member Records	Indefinitely Medical Records – 2 years after final Board decision.	Government Code § 26202 Electronically
Consultant Reports	2 years – Paper Copy Indefinitely – Electronically	Government Code § 26202
Board Policies	Indefinitely	Government Code § 26202 Electronically
Investment Manager & Financial Reports Quarterly & Annual Reports Annual Audit Reports Financial Statements, K-1, and Tax related items.	4 years after termination of contract	Government Code § 26202, C.C.P. § 337 Electronically

### Exhibit C: Page 3

Record	Retention Period	Authority
Real Estate Acquisition Files	7 years after sale of property	ERISA Requirements Hard copy and Electronically
Accounting Related <ul style="list-style-type: none"> <li>• Cash Receipts</li> <li>• Accounts Receivable</li> <li>• Accounts Payable</li> <li>• Retiree Payroll</li> <li>• General Ledger</li> <li>• Invoices</li> <li>• Visa Justification</li> <li>• Fixed or Control Asset Inventory</li> <li>• Credit Card Statements</li> </ul>	FY + 5 years  Retiree Payroll – Indefinitely (Member Record)	Government Code §§ 26907, 26907.2 Electronically
Litigation Court Orders	Active + 5 years	Government Code § 26202, C.C.P. § 337 Electronically
Electronically Communication	2 years unless transitory	Government Code § 26202
Security Video	1 year	Government Code § 26202.6
Information Services Report <ul style="list-style-type: none"> <li>• Project Status</li> <li>• Deliverable</li> <li>• Configuration Reports</li> </ul>	4 years	Government Code § 26202 Electronically
Communication <ul style="list-style-type: none"> <li>• FAQs</li> <li>• Videos</li> <li>• Communication Plans</li> </ul>	4 years	Government Code § 26202 Electronically

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Record	Retention Period	Authority
<ul style="list-style-type: none"> <li>• Flyers, brochures,</li> <li>• Presentations</li> </ul>		
Employee File <ol style="list-style-type: none"> <li>1. Health &amp; Benefit Records</li> <li>2. Job related injuries &amp; Illness records</li> <li>3. Pre-Employment/ Employment</li> <li>4. Payroll/Tax</li> </ol>	Keep while active.  Termination +3 years Termination + 5 years  Termination + 3 years 4 years	Hard copy and Electronically
Labor Union Records	Indefinitely	Government Code § 26202 Electronically
General Correspondence (non-member related)	2 years	Government Code § 26202 Electronically
Electronic Data Backup	2 years	Government Code § 26202
Miscellaneous Records	2 years unless transitory	Government Code § 26202
Board of Supervisors approved items: <ul style="list-style-type: none"> <li>• Agenda RE: SBCERA</li> <li>• Contribution rates</li> <li>• Resolutions</li> <li>• Adoption of Government Code or Ordinances affecting SBCERA</li> </ul>	Indefinitely	Government Code § 26202 Electronically
Election: Election Calendar, Final Certified Election	10 years	Government Code § 26202 Electronically

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Record	Retention Period	Authority
Results, Employer Contracts for Notice of Election lists, Letter to Associations, Letter to Employers.		
Insurance <ul style="list-style-type: none"> <li>• Fiduciary</li> <li>• Wavier of Recourse</li> <li>• All other insurance policies</li> </ul>	Indefinitely	Government Code § 26202 Electronically
Transitory E-mails	90 days (Inbox) + 30 days (Trash) = 120 days	Government Code § 26202
Draft or Transitory Records	1 day – less than 2 years	Government Code § 26202