



Records Retention and Destruction Policy

It is the policy of First 5 Ventura County (F5VC) that its records be retained only so long as they are (1) necessary for operation of F5VC; (2) required to be retained by statute or government regulation; or (3) relevant to pending or foreseeable investigations or litigation. The cost of maintaining records is an expense which can grow unreasonably and a mass of records also makes it more difficult to find pertinent records.

In furtherance of this policy, F5VC has adopted the attached Records Retention Schedule and the following principles and procedures for its Records Management Program, which shall be strictly observed by F5VC, its Commission members, staff and committee members.

The retention period depends upon the subject matter as set forth on the Records Retention Schedule. The original or a true and accurate copy of the original should be maintained for the time period indicated. Unless special circumstances otherwise require, it is NOT useful to maintain draft documents or multiple copies of the same document.

1. The responsibility for administering F5VC's Records Management Program in accordance with this policy is designated to the Executive Director or his/her designee. Records will be reviewed annually to determine which documents/records to destroy.
2. Destruction of specific records shall be carried out only in accordance with the authority of the Executive Director.
3. All records, including those maintained on electronic data processing storage media, shall be covered by this policy.
4. All records shall be retained for at least the minimum period as stated in applicable state or federal laws or regulations, as reflected in the attached Records Retention Schedule. Any changes in minimum periods required for applicable state or federal law or regulations will supersede the attached Records Retention Schedule.
5. The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation, whether government or private. In addition, upon such notice, all relevant F5VC's records shall be secured immediately in order to prevent deliberate destruction of documents. No such suspension of F5VC's Records Management Program shall be lifted except upon the written authorization of legal counsel.

RECORDS RETENTION SCHEDULE

Minimum Period for Certain Categories of Records:

| Type of Record | Retention Period* |
|---|-----------------------|
| COMMISSION/COMMITTEE RECORDS | |
| Ordinance | Permanent |
| Bylaws | Permanent |
| Commission minutes and recommendations/resolutions | Permanent |
| Audio Recordings of Commission Meetings | Current + 1 year |
| Authorizations and appropriations for expenditures | Audited + 2 years |
| Policies, general | Current + 5 years |
| Policies, employment practices | Current + 2 years |
| Conflict of Interest Forms (Form 700) | Current + 5 years |
| Committee minutes and recommendations/materials/handouts | Permanent |
| Strategic Plans | Permanent |
| ACCOUNTING | |
| Audited Financial Statements/Reports and work papers | Permanent |
| Financial statements (interim/internal) | Current + 2 years |
| General ledger and chart of accounts | Permanent |
| Accounts payable: (invoices from vendors/contractors, advance payments w/expenditure report reconciliation, Employee/Commissioner expense claims, credit card statements with receipts, petty cash expense reports) | Audited + 5 years |
| Bank statements, reconciliations | Audited + 5 years |
| Bank deposit slips | Audited + 5 years |
| Canceled checks/images | Audited + 5 years |
| Check register | Audited + 5 years |
| Accounts receivable ledgers and schedules | Audited + 5 years |
| Depreciation schedules | Audited + 5 years |
| Journal Vouchers | Audited + 5 years |
| Payroll journal | Permanent |
| Employee time sheets | Audited + 5 years |
| Employee payroll records (annual earnings records, W-2, W-4, deduction authorizations, etc.) and 941 payroll tax returns | Audited + 5 years |
| 1099s | Audited + 5 years |
| Claims/Invoices/Expenditure Reports to external funders | Audited + 5 years |
| Loan Receivable ledgers and schedules | Termination + 5 years |
| Internal audit reports of funded programs | Current + 5 years |
| Budgets | Audited + 5 years |
| PROCUREMENT | |
| Formal bids (RFA, RFQ, etc.) including publicity, bid format, review committee documentation | Audited + 5 years |
| Funded/awarded applications/proposals | Audited + 5 years |
| Not Funded/awarded applications/proposals | Audited + 2 years |
| Formal Quotes | Audited + 5 years |
| Purchase requisitions (maintained with accounts payable records) | Audited + 5 years |

| Type of Record | Retention Period* |
|--|--------------------------|
| CONTRACTS/AGREEMENTS/LEASES | |
| Leases | Termination + 5 years |
| Agreements with external funders | Termination + 5 years |
| F5VC Contracts with Funded Programs and Consultants/Vendors (including compliance documentation, correspondence) | Termination + 5 years |
| REPORTS/COMPLIANCE | |
| Reports to external funders and other compliance documentation | Termination + 5 years |
| Annual Evaluation Report | Current + 5 years |
| Annual Report to First 5 California | Current + 5 years |
| Participant data (for internally administered programs) | Current + 5 years |
| Annual Certification of Compliance with Statute to First 5 California | Current + 5 years |
| INSURANCE | |
| Insurance policies (expired) | Permanent |
| Insurance claims | Closed + 5 years |
| Insurance claims, Worker's Compensation | Permanent |
| Accident reports | Closed + 7 years |
| PERSONNEL/HUMAN RESOURCES | |
| Recruitment (job posting, resumes, interview records, etc.) | Completed + 3 years |
| Personnel files (Employment letter, performance reviews, etc.) | Termination + 3 years |
| Employment contracts | Termination + 3 years |
| Family Medical Leave | Completed + 3 years |
| Garnishments | Termination + 3 years |
| LEGAL | |
| Claims and litigation files where F5VC is a party | Closed + 5 years |
| Documents related to third-party subpoenas | Closed + 2 years |
| GENERAL | |
| Marketing and promotional materials, including brochures, Web site content | Current + 2 years |
| Public Records Requests | Completed + 2 years |
| Correspondence (routine) with members, customers, or vendors | Current + 5 years |
| Correspondence (legal and important matters) | Current + 5 years |
| Personal Property Inventory | Current + 5 years |