

California State University, Fresno

RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE

Record Series Identifier	Record Series Name								
7.0	UNIVERSITY ADVANCEMENT								
Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational F - Fiscal L - Legal H - Historical V - Vital					Retention Source Authority	Retention Period
			O	F	L	H	V		
7.1	Solicitation Campaigns Using Commercial Fundraisers	Director of Data and Information Services	X		X			Government Section 12599.7(a)	10 year retention. Law applies to commerical fundraisers and must be included as a provision of any contract.
7.2	Date & Amount of each cash contribution	Director of Data and Information Services	X		X			Government Section 12599.7(a)	10 year retention. Law applies to commerical fundraisers and must be included as a provision of any contract.
7.3	Date, Amount, Name & Address of each non-cash contributor	Director of Data and Information Services	X		X			Government Section 12599.7(a)	10 year retention. Law applies to commerical fundraisers and must be included as a provision of any contract.
7.4	Name & Address of each employee or agent involved	Director of Data and Information Services	X		X			Government Section 12599.7(a)	10 year retention. Law applies to commerical fundraisers and must be included as a provision of any contract.
7.5	Documentation of all revenue received and all expenses incurred	Director of Data and Information Services	X		X			Government Section 12599.7(a)	10 year retention. Law applies to commerical fundraisers and must be included as a provision of any contract.
7.6	The account number, name and location of bank or financial institution in which accounts were maintained	Director of Data and Information Services	X		X			Government Section 12599.7(a)	10 year retention. Law applies to commerical fundraisers and must be included as a provision of any contract.

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7.8	Namings of Colleges, Schools and other Academic Entities, documents supporting approval by the Board of Trustees	Director of Data and Information Services	X		X	X			Permanent
7.9	Namings Facilities and Properties, documents supporting approval by the Board of Trustees	Director of Data and Information Services	X		X	X			Permanent
7.1	Donor Profiles	Director of Data and Information Services	X						Permanent
7.11	Substantive Contact Reports	Director of Data and Information Services	X						Until death of individual or settlement of estate
7.12	Alumni Database	Director of Data and Information Services	X						Permanent
7.13	Affinity Solicitation Opt-Out	Director of Data and Information Services	X		X				Until revoked or death of individual

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7.14	FERPA Opt-Out	Director of Data and Information Services	X		X				Until revoked or death of individual
7.15	Policies and Procedures	Director of Data and Information Services	X						Maintain most current in force. Historical policies and procedures should be retained until university internal audit or four years* whichever comes first.
7.16	Charitable contributions	Director of Data and Information Services	X						
7.16.1	Amount and date	Director of Data and Information Services	X	X	X			X	Permanent
7.16.2	Donor designated use or purpose	Director of Data and Information Services	X		X			X	Permanent
7.16.3	Donor imposed restrictions	Director of Data and Information Services	X		X			X	Permanent

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7.16.4	Donor benefits or conditions; i.e., any privilege, benefit, employment, program admission, or other special consideration from the foundation or the university in exchange for the pledge or donation.	Director of Data and Information Services	X		X			X	Permanent
7.16.5	Records related to the receipt, holding, and disbursement of gifts.	Director of Data and Information Services	X	X	X			X	Permanent
7.16.6	Records related to a donor or prospective donor's personal, financial, estate planning, or gift planning matters.	Director of Data and Information Services	X						Destroy upon donor or prospective donor's death, with the exception of records that are to be held through the settlement of the donor's estate.
7.16.7	Records received from the donor or prospective donor regarding a prospective gift or pledge.	Director of Data and Information Services	X		X				Destroy upon donor or prospective donor's death, with the exception of records that are to be held through the settlement of the donor's estate.
7.16.8	Pledge agreements	Director of Data and Information Services	X	X	X			X	Permanent records for fulfilled pledges. Pledge agreements that have been written-off should be retained until university internal audit or four years* whichever
7.16.9	Gift batch records	Director of Data and Information Services	X	X	X				Until university internal audit or four years* whichever comes first.

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