

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

Resolution No. 09-02

Subject: Record Retention Policy

WHEREAS, The California Mental Health Services Authority (“CMHSA”) has an obligation to create, maintain, and dispose of records and information in accordance with accepted records management practices and standards; and

WHEREAS, CMHSA adopts this policy pursuant to California Government Code Sections 60200-60204 (applicable to special districts);

NOW THEREFORE, BE IT RESOLVED, THAT:

The Board of Directors of CMHSA hereby adopts this policy to maintain and dispose of records.

1. For purposes of this policy, “record” means any writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by CMHSA regardless of physical form or characteristics. “Writing” means handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any tangible thing any form of communications or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents.
2. At any time, CMHSA may destroy and dispose of any copy or duplicate of an original record, so long as the original record is retained in accordance with this policy.
3. CMHSA will maintain all records until the expiration of the retention period in CMHSA with the Records Retention Schedule set forth below. Once the retention period has ended, CMHSA may destroy or cause to be destroyed those records. However, an individual member may request that records specific to that entity be returned to its possession, in which case the records will be provided to the member entity upon expiration of the retention period.
4. After a paper record has been on file for at least two years, CMHSA may destroy the original paper record and retain a copy on computer disk, magnetic tape, microfilm or other storage medium in accordance with Government Code Section 60203. The Copy on the storage medium must be retained for at least the period provided by this policy.
5. This policy superseded any prior records retention policy.
6. The Board of Directors of the CMHSA hereby resolves to maintain records in accordance with the following Records Retention Schedule:

Records Retention Schedule

The retention of these records will be the responsibility of the administrative firm unless others were contractually required by another organization, as indicated with an “*”.

<u>Category</u>	<u>Retention Policy</u>
<u>ADMINISTRATION</u>	
Agreements/Contracts (Excluding Capital Improvements)	Termination + 5 years
Agreements/Contracts for Capital Improvements	Permanent
All Other Governing Documents	Permanent
Correspondence	3 years
Joint Exercise of Powers Agreement and Amendments	Permanent
Requests for Proposals/Request for Qualifications	5 yrs or contract termination+ 5 yrs, whichever latest
Responses to Proposals/Request for Qualifications	5 yrs of contract termination+ 5 yrs, whichever latest
Roster of Public Agency Filing	Permanent
<u>BOARD OF DIRECTORS/COMMITTEES</u>	
Agendas	Current + 2 years
Meeting Notes	5 years
Minutes	Permanent
Reports	Completion/close of matter + 5 years
Resolutions	Permanent
<u>ELECTIONS/CONFLICT OF INTEREST</u>	
Ballots	Permanent
Conflicts of Interest Code	Current + 7 years
Statement of Economic Interest (Fair Political Practices Commission Form 700)	7 years from filing
<u>FINANCIAL</u>	
<u>Accounts Payable</u>	
A/P Distribution Journal	Audit + 5 years
Cash Distribution	Audit + 5 years
Correspondence	Audit + 5 years
Expense Reports	Audit + 5 years
Invoices	Audit + 5 years

