



XX Record Retention For Fiscal Reports

This chapter outlines the State's retention schedule for fiscal records and recommends specific reports for retention by CALSTARS agencies. For retention purposes, fiscal records may be retained in electronic format in lieu of hardcopy, microfiche, tape, etc.

BACKGROUND

State law and other regulations require all State agencies to retain and secure State business records (reports and source documents) for audit, administrative, legal, and historical (archival) purposes.

The Department of General Services (DGS) has the overall responsibility for management of the State's business records including disposal. The designated Records Management Analyst at each agency has the responsibility to evaluate and schedule retention periods for the records of their agency. Records are retained in accordance with the following guidelines, which are generally in line with the federal requirements for record retention:

- ✧ State Records Management Act (Government Code Sections, 14740-14774)
- ✧ California Public Records Act (Government Code, Sections 6250 - 6270)
- ✧ DGS' California Acquisitions Manual (CAM 4.9, Appendix 2) - record retentions
- ✧ DGS' Record Retention Handbook - guidelines for record retention
- ✧ DGS' Electronic Records Management Handbook - record retention and storage
- ✧ California Records Management Program (SAM Sections 1600 - 1695 and 7250)
- ✧ Destruction of Confidential Records (SAM Section 1693).

FISCAL RECORDS TO BE RETAINED

Information from the Department of General Services and the Department of Finance (Office of State Audits and Evaluations and Fiscal Systems and Consulting Unit) helps to identify the reports that should be retained for a minimum of **four years provided applicable audits have been released (completed)**. There are two types of CALSTARS reports that should be retained:

- ✧ CALSTARS fiscal reports at the Budget Act appropriation level and the level presented in the Governor's Budget (annual, quarterly, monthly, or as appropriate).

- ☉ CALSTARS detailed ledger and register reports at the lowest fiscal level of detail maintained by the agency. These reports provide the detail to support the CALSTARS fiscal reports.

The following table lists the CALSTARS fiscal reports that must be retained:

CALSTARS FISCAL REPORTS	SCO Report Number	CALSTARS Report ID (CSTARxxx)
Reports of accruals and adjustments to SCO accounts	1, 2, 3	
Statement of Revenue	4	Q26
Final reconciliations of SCO accounts and transactions	5	
Budget Report	6	B06
Pre and Post-Closing General Ledger Trial Balances	7 & 8	G02
Statements of operations and financial condition	9 & 20	G04
Report of Bank Accounts Outside State Treasury	14	
Reconciliation-Agency Accounts w/Trans per SCO	15	
General Fixed Assets (changes and status)	18 & 19	G05
Statement of Contingent Liabilities	22	
Detail Report of Appropriation Status		B04
Statement of Cash Position for Non-Shared Funds		C01
Federal Authorization and Cash Tracking – 44 Accounts		C02
Appropriation reconciliations to SCO		DB1 or DB2
Document reports		D02, D06, D16
Summary of Project Revenues and Expenditures		F01
General Ledger Trial Balance		G01
Appropriation transaction summaries for SCO reconciliation		HB4 or H02
Transaction analysis registers		H00
General Cash registers		H03, H06
SCO Remittance Advice Worksheet		H05
Outstanding Check Report		K01*
Labor Distribution		L01 or L02
Reportable payments		CFY200
Expenditures and encumbrances		Q16 or Q13
Project Workphase Expenditures, encumbrances and receipts		Q18
Plan of Financial Adjustment (PFA) Worksheet		Q22
Summary of Receipts		Q25
Vendor payments		U01
Daily CALSTARS system reconciliations		Various

*If the K01 report is used to support outstanding checks for bank reconciliation.

The following table lists daily or monthly reports that should be retained in order to provide adequate detail support for fiscal reports. Although these reports (system-generated reports, ledgers, registers) are not specifically required to be retained by CALSTARS agencies, they should be kept for internal management reporting, reconciliation, and detail support purposes.

CALSTARS DETAIL REPORTS	CALSTARS Report ID (CSTARxxx)
Allotments	A02*
Office Revolving Fund documents	D08
Accounts Receivable Aging documents	D03
Document Report of ... (liabilities)	D01
Encumbrance Documents for Q12, Q16 or Q18	D12, D13 or D15
Document Report By Project (supports F01)	D17
History transaction analysis registers	HG1, H01, H08, H1A
Expenditures and encumbrances	Q12 or Q11
Reimbursements and expenditures	Q35 or Q37
Project expenditures, encumbrances and receipts	Q19
Plan of Financial Adjustment (PFA) worksheets	Q23 or Q32
Receipts	Q27
Check registers	Various
Claim schedules and reportable payments including CSTARP01	Various
Cost allocation/fund split – expenditures and encumbrances	Various
Daily system input, edit and updates	Various
Labor Distribution – transactions and table activity/listings	Various
Table activity/listings	Various
SCO reports and journals	Various
Year-end close/year-end open	Various

*If CALSTARS Allotment File is being used.

Non-CALSTARS management reports should be retained at the same levels of coding detail as budgets are tracked and controlled within the agency. Non-CALSTARS records (such as Office Revolving Fund documentation) should be retained for the minimum of four years provided applicable audits have been released (completed).

Documents such as CALSTARS Procedure Manuals (CPMs), telephone lists and organization charts are not considered the State's business records and are not subject to record retention. An employee's personal papers are also not the State's records and not subject to retention. These documents are retained only until no longer needed at which time they may be disposed of by the agency.

WHERE RECORDS ARE RETAINED

Generally, paper and microfiche records are retained at an agency for the first two years. For subsequent periods, records may be stored at the State Records Center or in the State vault (black copies of microfiche). Records may not be retained at an employee's home site.

All standard requestable reports can be ordered as electronic data files which can be downloaded to an agency computer and stored locally by the agency. System

generated reports can be requested as electronic data files by sending an e-mail to CALSTARS@dof.ca.gov.

All standard requestable reports, with the exception of the ET1 (Time Sheet Exception Report), ET2 (Time Sheet Turnaround Documents), and QC1 (Cost Allocation Exception Report), may be retained as electronic data files using the E1 report ordering option as described in CPM Volume 6 Chapter II-C. E1 files are retained by the data center for a period of six years after the report's creation date.

RETENTION PERIOD

Records are typically scheduled for destruction unless the records are being audited. In some cases the retention period may be longer for various reasons. State control agencies, such as the Department of Finance (Finance), the State Controller's Office (SCO), and the Bureau of State Audits (BSA) can require agencies to hold records past scheduled disposition dates. Some federal laws require record retention of federal records for six or more years, especially when those records are related to reportable payments. Outstanding audit findings or unresolved litigation can create the need to retain records for additional periods or indefinitely.

TYPES OF RECORD MEDIA

Report, ledger, register, account and inventory records may be paper documents, microfiche, microfilm, magnetic tapes, and photographic films. In addition, electronic versions of these records may be retained provided the data is:

- ✪ Secure from manipulation and unauthorized access.
- ✪ Protected through a Disaster Recovery Plan (risk management).
- ✪ Able to be retrieved promptly.

CONTACT INFORMATION

Information regarding statewide record retention may be obtained from the Department Of General Services, Records Management Program.

Further information regarding CALSTARS reports is available through:

CALSTARS Hotline (916) 327-0100
E-mail HOTLINE@dof.ca.gov
Website <http://www.dof.ca.gov/html/calstars/index.html>