

Record Series Identifier	Record Series Name									
7.0	University Advancement									
Record Identifier	Record Title	Custodian of Record	Record Value: O - Operational F - Fiscal L - Legal H - Historical V - Vital					Retention Authority #1	Retention Authority #2	Retention Period
			O	F	L	H	V			
7.1	Policies and Procedures	Advancement								Maintain most current in force. Historical policies and procedures should be retained until university internal audit or three (3) years whichever comes first.
7.1.1	Alumni Association Memorandum of Understanding	Advancement	X					Title 5, California Code of Regulations, Division 5, Chapter 1, Subchapter 5, Article 15		Maintain most current in force. Historical policies and procedures should be retained until university internal audit or three (3) years whichever comes first.
7.1.2	Delegation of Authority to Accept Gifts	Advancement	X					CSU Policy: Delegation of Authority for Gift Evaluation and Acceptance		Maintain most current in force. Historical written delegations of authority should be retained until university internal audit or three (3) years whichever comes first.
7.1.3	Fundraising Event Policy and Procedure	Advancement	X					CSU Policy: Fundraising Events	IRS Form 990	Maintain most current in force. Historical policies and procedures should be retained until university internal audit or three (3) years whichever comes first.
7.1.4	Gift Acceptance Policy and Procedure (including in-kind and real estate)	Advancement	X					Good Business Practice		Maintain most current in force. Historical policies and procedures should be retained until university internal audit or three (3) years whichever comes first.
7.1.5	Matching Gift Policy and Procedure	Advancement	X					CSU Policy: Fundraising - Matching Gifts		Maintain most current in force. Historical policies and procedures should be retained until university internal audit or three (3) years whichever comes first.
7.1.6	Namings Facilities and Properties, documents supporting approval by the Board of Trustees	Advancement	X		X	X		CSU Policy: Naming of California State University Facilities and Properties		Permanent
7.1.7	Namings of Academic and Athletic Programs documents supporting approval by the Board of Trustees	Advancement	X		X	X		CSU Policy: Naming of California State University Academic and Athletic Programs		Permanent
7.1.8	Pledge Guidelines including documentation, collection and write-off procedures	Advancement	X	X				Good Business Practice		Maintain most current in force. Historical policies and procedures should be retained until university internal audit or three (3) years whichever comes first.
7.2	Charitable Contributions	Advancement								
7.2.1	Amount and date	Advancement	X	X	X			California Government Code Section 12596	California Education Code Section 89916	Permanent for endowments. A minimum of ten (10) years from final disposition of other charitable funds. Attorney General may bring an action against trustees or other persons holding property in trust for charitable purposes at any time within ten (10) years after the cause of action.
7.2.2	Donor designated use or purpose (including gift agreements, wills, trust documents and estate settlement agreements)	Advancement	X	X	X			California Government Code Section 12596	California Education Code Section 89916	Permanent for endowments. A minimum of ten (10) years from final disposition of other charitable funds. Attorney General may bring an action against trustees or other persons holding property in trust for charitable purposes at any time within ten (10) years after the cause of action.

7.2.3	Donor imposed restrictions	Advancement	X	X	X			California Government Code Section 12596	California Education Code Section 89916	Permanent for endowments. A minimum of ten (10) years from final disposition of other charitable funds. Attorney General may bring an action against trustees or other persons holding property in trust for charitable purposes at any time within ten (10) years after the cause of action.
7.2.4	Donor charitable contribution receipt	Advancement	X	X	X			IRS Publication 4221-PC		A minimum of three (3) years which is the IRS period of limitation for amending tax records.
7.2.5	Donor quid pro quo benefits exceeding \$3,000 in the calendar year a gift was made.	Advancement	X	X	X			California Government Code Section 12596	California Education Code Section 89916	Until death of individual.
7.2.6	Donor awarded a no-bid contract within five (5) years of a gift.	Advancement	X	X	X			California Government Code Section 12596	California Education Code Section 89916	Until death of individual.
7.2.7	Donor privilege, benefit, employment, program admission, or other special consideration from the auxiliary or university in exchange for a pledge or donation.	Advancement	X		X			Good business practice		Until death of individual.
7.2.8	Legally enforceable pledge commitments or write offs	Advancement	X	X	X			Good business practice		Minimum of three (3) years from fulfillment or write off which is the standard audit review period.
7.3	Solicitation Registrations									
7.3.1	Charitable Solicitation Registration	Advancement	X		X			California Government Code Section 12596		Maintain most current registrations or exemptions in force. Ten (10) year retention of prior registrations which is the period the Attorney General may investigate.
7.3.2	Raffle and Gaming Registration	Advancement	X		X			California Government Code Section 12596		Maintain most current registrations or exemptions in force. Ten (10) year retention of prior registrations which is the period the Attorney General may investigate.
7.3.3	Department of Insurance Licenses	Advancement	X	X	X		X	California Government Code Section 12596		A minimum of ten (10) years from final disposition of other charitable funds. Attorney General may bring an action against trustees or other persons holding property in trust for charitable purposes at any time within ten (10) years after the last cause of action.
7.3.3.1	Department of Insurance Reports	Advancement	X	X	X			Good business practice		Minimum of three (3) years which is a standard audit review period.
7.3.4	Commercial Fundraisers and Fundraising Counsel Contracts	Advancement	X		X			California Government Code Section 12599.7(a)		Ten (10) year retention from date of contract. Law applies to commercial fundraisers and fundraising counsel. It is a good business practice for the university to maintain the record for the same period.
7.3.4.1	<i>Name and Address of each employee or agent involved</i>	Advancement	X		X			California Government Code Section 12599.7(a)		Ten (10) year retention from date of contract. Law applies to commercial fundraisers and fundraising counsel. When possible, it is a good business practice for the university to maintain the record for the same period.
7.3.4.2	<i>Documentation of all revenue received and expenses incurred.</i>	Advancement	X		X			California Government Code Section 12599.7(a)		Ten (10) year retention from date of contract. Law applies to commercial fundraisers. When possible, it is a good business practice for the university to maintain the record for the same period.
7.3.4.3	<i>The account number, name and location of bank or financial institution in which accounts were maintained.</i>	Advancement	X		X			California Government Code Section 12599.7(a)		Ten (10) year retention from the date of contract. Law applies to commercial fundraisers. When possible, it is a good business practice for the university to maintain the record for the same period.

7.3.5	Gifts from Foreign Entities over \$250,000 in calendar year report to US Department of Education	Advancement	X	X	X			Section 117 of the Higher Education Act of 1965		Minimum of three (3) years which is a standard audit review period.
7.3.6	Fundraising Event documentation for events with gross receipts of \$5,000 or more (gift income, non-gift income, cash prize expenditures, facility expenditures, food and beverage expenditures, entertainment expenditures, other direct expenditures)	Advancement	X	X				IRS Publication 4221-PC	IRS Form 990	Minimum of three (3) years which is the period of limitation to amend a Form 990.
7.4 Constituent Record Management										
7.4.1	Affinity Solicitation Opt-Out	Advancement	X		X			California Education Code Section 89090		Until revoked or death of individual
7.4.2	FERPA Opt-Out	Advancement	X		X			Federal Public Law 93-380		Until revoked or death of individual. (Follows student record transition.)