



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, 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.