

POLICY CONCERNING CORPORATE MANAGEMENT

PURPOSE

The purpose of the policy is to provide guidance on the management of the corporation including but not limited to corporate identification, executive orders, document retention and destruction. The policy applies to all ASI employees, student leaders, and volunteers who work with corporate records and documents. It is important for the organization to follow the standards outlined in this policy to ensure the effective management of the corporation.

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WHO SHOULD KNOW THIS POLICY

- Budget Area Administrators
- Management Personnel
- Supervisors
- Elected/Appointed Officers
- Volunteers
- Grant Recipients
- Staff
- Students

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Associated Students Inc., California State University, Fullerton	Legal name of the corporation.
Executive Order	A rule or order issues by the ASI President having the force of law over ASI.
Document Retention	Retaining corporate records and documents in accordance with law.
Document Destruction	The elimination of documents after the appropriate waiting time.

POLICY STATEMENT

It is the policy of ASI that all administrative records are owned by the corporation regardless of their location or form. The policy will insure proper identification of the ASI Corporation and its programs and services. All corporate documents and records must be properly managed in accordance with local, state, and federal law.

STANDARDS

1. CORPORATE IDENTIFICATION

Associated Students Inc., California State University, Fullerton is the legal name of this corporation and must be utilized in all contracts and legal documents involving the corporation. The corporation is also recognized as "ASI" or "Associated Students Inc." These references may be used in marketing and public relations efforts and other non-legal forms.

The Board shall determine a common logo, abbreviation, color, and other identifying marks to be used by offices, programs, and services of the Associated Students Inc. Telephone numbers, mailing addresses and specific identification of each program or service may be included on official stationary, business cards and publicity.

2. EXECUTIVE ORDERS

All Executive Orders shall be numbered and copies shall be available.

3. DOCUMENT RETENTION AND DESTRUCTION

In accordance with the purposes of the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by ASI in connection with the transaction of organization business. All records and documents, regardless of physical form, and incorporates guidelines as provided in the ASI/TSU Record Retention Procedures approved by the ASI Executive Director are in compliance with California State University Chancellor's Office for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate the operation of ASI by promoting safe retention and efficient use of valuable storage space.

Documentation Retention

ASI follows the document retention policies outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time, as provided in the ASI/TSU Record Retention Procedures.

Type	Length
Corporate Records	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
Tax Records	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years
Financial/Banking Records	7 years
Payroll and Employment Tax Records	7 years
Employee/Personnel Records	Permanent
Retirement and Pension Plan Documents	Permanent
Accident Reports and Workers' Compensation Records	30 years
Donor and Grant Records	7 years
Legal, Insurance, and Safety Records	Permanent
Appraisals	Permanent
Copyright & Trademark Registrations	Permanent
Environmental Studies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

The records of ASI will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping ASI operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

Document Destruction

The Executive Director, ASI, is responsible for the ongoing process of identifying its records and overseeing their destruction after they have met the required retention period. Destruction of financial and personnel-related documents will be accomplished by shredding in such a manner that no part of the document is readable after it has been shredded. Personnel and financial documents must be kept in a secure area prior to destruction. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against ASI and its employees and possible disciplinary action against responsible individuals. Any failure to comply with this policy must be reported to the Executive Director and Chair, Audit Committee. The Vice-President of Finance and the Director for Finance and Technology will periodically review this policy with legal counsel and/or the organization's certified public accountant to ensure that it is in compliance with new or revised regulations.

DATE APPROVED: 09/12/2017