



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A RESOLUTION TO AMEND ASI POLICY CONCERNING CORPORATE MANAGEMENT

Sponsor: Mahak Ahmad, Chair, Governance Committee

WHEREAS, The Associated Students, Incorporated (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, ASI corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

WHEREAS, ASI Policy Concerning Corporate Management provides the administrative framework for the governance, legal compliance, and operational record-keeping of the corporation; and

WHEREAS, a review of the policy identified a need to formalize the management of corporate records by establishing a Records Custodian section, stating that the Executive Director shall designate an official custodian for each specific type of record; and

WHEREAS, amendments were identified to provide greater clarity on record lifecycle management by explicitly outlining the start of retention dates and establishing protocols for instances where more than one retention period may apply to a single record; and

WHEREAS, further revisions include updating the retention requirements for Employee and Personnel Records from permanent to a period of 10 years to align with CSU Chancellor's Office and contemporary records management standards; and

WHEREAS, the policy review further identified a necessity to codify retention standards for Children's Center Records, including enrollment files, child portfolios, and attendance records to be maintained for one year past the child reaching the age of majority; and

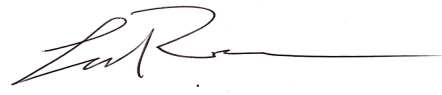
WHEREAS, specific protocols are required for sensitive documentation, ensuring that referrals for child abuse, criminal accusations, and injury reports are maintained for three years past the age of majority, or permanently if deemed significant by the Executive Director; and

WHEREAS, additional updates ensure compliance with the California Department of Education (CDE) and Department of Social Services (DSS) by establishing five-year retention for nutrition and contract records and three-year retention for licensing evaluator visits; therefore, let it be

RESOLVED, ASI approves the amendments to the Policy Concerning Corporate Management; and let it be finally

RESOLVED, that this resolution be distributed to the ASI Executive Director, Chief Financial Officer, Chief of Organizational Operations, and applicable ASI departments for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the twenty-eighth day of April in the year two thousand and twenty-six.



Joe Morales
2026-05-05 05:48 UTC

Luca Romero
2026-05-05 19:28 UTC

Chair, Board of Directors

Secretary, Board of Directors