



BOARD OF RETIREMENT RECORDS RETENTION POLICY

I. Purpose

Information recorded in any form, paper or electronic, can be considered a record. StanCERA maintains those official records that document StanCERA's business matters. The purpose of this policy is to: (1) ensure that StanCERA maintains official records that are essential to its operation; (2) reduce recordkeeping costs; (3) improve the efficiency of recordkeeping; and (4) ensure legal compliance with state, federal and other regulatory record keeping requirements.

II. Maintenance of Official Records

StanCERA will create and maintain trustworthy official records in order to preserve the rights of members and beneficiaries, promote quality decision-making and efficient business practices. A record is trustworthy when it has:

- Reliability- a full and accurate representation of the activities or facts to which they attest, and can be depended upon in the course of other transactions or activities.
- Integrity - protected against unauthorized addition, deletion, and alteration.
- Accessibility- able to be located, retrieved, presented and read

III. Unofficial Records

StanCERA is not required to maintain unofficial records. Unofficial records consist of works in progress, copies of notes and records that have not been either finalized or approved. Records that do not yet reflect the official position of StanCERA and/or remain subject to change before completion are also considered unofficial. Publications and materials not produced by StanCERA, not produced at StanCERA's request or not required to be received by StanCERA are not official records. However, such a record may be official if it adds to a complete understanding of StanCERA actions, operations and responsibilities.

IV. Process for Maintaining Official Records

A. Conversion of Paper Documents. All official member records that are currently stored at the StanCERA office and any additional official records designated by the Executive Director or his designee, that are currently in paper format shall be converted into electronic documents. There will be: (1) documentation of each step of the conversion process to ensure adequate proof of the chain of custody and (2) electronic storage so that the scanned documents cannot be added to, deleted, or otherwise altered. The paper documents will be kept for a period of time post conversion as outlined in the attached schedule.

B. Conversion of Paper Documents On Going Basis. All official records that are created or received in a paper format should be converted into an electronic format in such a manner that allows for the record to be trustworthy, efficiently stored and retrievable. There will be: (1) documentation of each step of the conversion process to ensure adequate proof of the chain of custody and (2) electronic storage so that the scanned documents cannot be added to, deleted, or otherwise changed. After the conversion, the paper document will be destroyed unless there



are specific circumstances that it be kept, such as, but not limited to, a litigation hold or document preservation order.

C. Electronic Documents. All official records that are converted, created or received electronically shall be maintained and stored electronically in such a manner that allows for the record to be trustworthy, efficiently stored and retrievable.

D. Destruction of Electronic Documents. All documents that either originated electronically or are converted into an electronic form will be electronically stored until such time that the Board directs staff otherwise. Staff will monitor the electronic storage capacity on an ongoing basis. If it is determined that there should be destruction of any electronic records, staff will present a destruction schedule for the Board's approval.

E. Electronic back up will be maintained as recommended by the American National Standards Institute or the Association for Information and Image Management for recording of permanent records or nonpermanent records. Pursuant to Government Code Section §12168.7.

Policy Review

This Board shall review this policy at least every three years.

Policy History

Adopted by the Retirement Board on November 22, 2016

Reviewed and amended by the Board of Retirement

Rick Santos, Executive Director

Approval/Adoption Date: 11/22/16