

**Records Retention Schedule**

Division Marsolais Manor	Department Marsolais Cellars	Records Coordinator Kristof Marsolais	Issue/Revision Date 4/25/2018	Page 1 of 3	Schedule No. 4
<b>Records Series</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Office of Record</b>	<b>Comments</b>	
<b>AICPA</b>	These records show the accounting license verification of one of the manor's residents. This series of documentation contains bills paid for various registrations such as the California Board of Accountancy. It also contains information referring to the individual's line of work including renewals.	3 years for financial bills. Permanent for license records.	Marsolais Archive	Many of the contents within the records are certifications for the user's profession in accounting. The bills however are over 3 years old and need to be removed from the series.	
<b>DMV</b>	These records contain records of all proofs of purchase for the vehicles currently in use for services that the manor provide. The proofs of purchase go as far back as 2011.	Keep for at least 3 years.	Marsolais Archive	Many of these documents have not been removed because there are no updated documents entering the files. Digitalized records are recommended.	

Division Marsolais Manor	Department Marsolais Cellars	Records Coordinator Kristof Marsolais	Issue/Revision Date 4/25/2018	Page 2 of 3	Schedule No. 4
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<b>Jewelry</b>	These records contain records of all items purchased in the family for attire purposes.	Permanent	Marsolais Archive	I wanted to remove these records since it has been recommended to hold them for a year, but the Manor does not wish to dispose of them; receipts are required for insurance payments for theft/loss.	
<b>Birth Certificate</b>	The following records contain personal information of all the members currently living in the household. These documents include social security cards, photographs, and passports.	Permanent	Marsolais Archive	These records should be backed up on a flash drive or hard drive. Keep the hard drive locked in a secure location and place password protection on the files.	
<b>2009 Prius</b>	These records are a collection of information referring to the most commonly used vehicle of the Marsolais Manor, including: car payment history, maintenance logs, Oil change records, advertisements and accident reports.	3 years to Permanent	Marsolais Archives	These records require cleaning out because many of the documents are expired.	

Division Marsolais Manor	Department Marsolais Cellars	Records Coordinator Kristof Marsolais	Issue/Revision Date 4/25/2018	Page 3 of 3	Schedule No. 4
<b>Records Series</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Office of Record</b>	<b>Comments</b>	
<b>Manuals</b>	These records contain information and instructions to many different household appliances. Manuals are kept for vehicles, appliances and furniture.	5 years until disposal	Marsolais Archives	These records must be cleaned out because there are manuals for items that no longer exist inside the household.	
<b>Deeds</b>	These records are retained for the property that is owned by Marsolais Manor, including: original blueprints to the house, appraisal reports, supplemental assessments, photos, the deeds to out-of-state property and the house.	Permanent	Marsolais Archives	These records need to be backed up on a flash drive which also should be placed in a confidential location for non-household members.	

## AICPA references

San Dimas, CA Accounting Firm | Record Retention Guide Page | Aguirre, Greer & Co. (n.d.). Retrieved from <http://cp5.cpasitesolutions.com/~agcospac/taxretention.php#pforever>

Parker, K. M. (2008, November 30). Record Retention. Retrieved from <https://www.thetaxadviser.com/issues/2008/dec/recordretention.html>

When analyzing these websites and looking at their different retentions policies, I chose the permanent retention policy because many of the records in the AICPA series are documents and license information for the user who is an accountant. You are supposed to terminate the records after 3 years if the employee has been terminated. The user is currently still employed.

## DMV references

Garcia, M. (2007). Occupational licensing industry news. Retrieved from <https://www.dmv.ca.gov/portal/wcm/connect/0e2b6a45-0f88-414b-b22b-8e6e41b6d60f/07olin10.pdf?MOD=AJPERES>

FFDL 15. (2008). Retrieved from [https://www.dmv.ca.gov/portal/dmv/detail/pubs/brochures/fast\\_facts/ffdl15](https://www.dmv.ca.gov/portal/dmv/detail/pubs/brochures/fast_facts/ffdl15)

The average retention policy between both websites indicate that a good retention policy should be 3 years no less, no more. The retention we had was much longer and we changed it because of this examination from other sources.

## Jewelry references

Bankrate.com. (2015, April 10). How Long To Keep Financial Records. Retrieved from <https://www.bankrate.com/finance/personal-finance/how-long-to-keep-financial-records.aspx>

Sullivan, K. (2008, October 1). RETENTION PERIOD FOR PRECIOUS METAL AND STONE DEALERS. Retrieved from <https://www.cga.ct.gov/2008/rpt/2008-R-0545.htm>

After analyzing the records of both sites, I decided that the best retention use is 1 year, however since the owners do not want to remove the records, I placed the retention policy as permanent.

## Birth Certificate references

Record Retention Guide | California Chapter NATP. (2018). Retrieved from <https://califnatp.com/resources/tax-retention-guide/>

Personal Record Retention and Destruction Plan | Privacy Rights Clearinghouse. (2017, November 16). Retrieved from <https://www.privacyrights.org/consumer-guides/personal-data-retention-and-destruction-plan>

Personal records must be kept permanently for a magnitude of reasons. The most important reason is for identity verification.

## 2009 Prius references

Bankrate.com. (2015, April 10). How Long To Keep Financial Records. Retrieved from <https://www.bankrate.com/finance/personal-finance/how-long-to-keep-financial-records.aspx>

FFDL 15. (2008). Retrieved from [https://www.dmv.ca.gov/portal/dmv/detail/pubs/brochures/fast\\_facts/ffdl15](https://www.dmv.ca.gov/portal/dmv/detail/pubs/brochures/fast_facts/ffdl15)

Depending on the type of document, the retention period is either permanent or disposal after 3 years. Three years for bills that have either been refunded or replaced by newer bills. Permanent if the bills are the proof of purchase for the vehicle and the most recent bills.

## Manuals references

Personal Record Retention and Destruction Plan | Privacy Rights Clearinghouse. (2017, November 16). Retrieved from <https://www.privacyrights.org/consumer-guides/personal-data-retention-and-destruction-plan>

Love Lindsay. (2017, February 1). Household Warranties & Manuals Binder » Crazy Organized. Retrieved from <https://thecrazyorganizedblog.com/warranty-manual-binder/>

While this was the closest I could find to retention system for Manuals, I have decided to adjust the retention plan to 5 years for household appliances used. If the item described by the manual is no longer in the household, we are to dispose of that manual.

## Deed References

Bankrate.com. (2015, April 10). How Long To Keep Financial Records. Retrieved from <https://www.bankrate.com/finance/personal-finance/how-long-to-keep-financial-records.aspx>

Personal Record Retention and Destruction Plan | Privacy Rights Clearinghouse. (2017, November 16). Retrieved from <https://www.privacyrights.org/consumer-guides/personal-data-retention-and-destruction-plan>

After examining what both websites stated, I decided to go with the permanent record retention policy because many of the documents are needed for tax and financial references. I made a comment to digitalize the records for an additional back up file on a hard drive.

Taxes 2011 references

Bankrate.com. (2015, April 10). How Long To Keep Financial Records. Retrieved from <https://www.bankrate.com/finance/personal-finance/how-long-to-keep-financial-records.aspx>

Parker, K. M. (2008, November 30). Record Retention. Retrieved from <https://www.thetaxadviser.com/issues/2008/dec/recordretention.html>

The guides from both websites lean towards 7 years of archival retention until the files are to be destroyed. Since this was the policy placed beforehand, there is no need to change the retention policy.