

Clean Energy Alliance (CEA) Records Retention Schedule

Purpose: Implement a records retention schedule in order to ensure that CEA's records are kept as long as legally and operationally required and that obsolete records are disposed of in a systematic and controlled manner. The records retention schedule is intended to ensure that employees adhere to approved recordkeeping requirements, and that they do so consistently.

Policy: Records will be retained according to the following schedule. After the required retention date has passed, all documents or electronic files will be deleted or discarded unless there is specific reason in the interests of CEA to maintain the record for a longer period of time.

| Record Type | Required Retention | Sample Descriptions |
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| Board Documents | | |
| Joint Powers Agreement and By-laws | In perpetuity | All versions |
| Board Approved Decisions | In perpetuity | Resolutions, meeting minutes, and other items approved at regular or special Board meetings |
| Board and Committee Meeting Materials | In perpetuity | Agendas, staff reports and other material provided to Board members in preparation for meetings |
| Board Approved Budgets | In perpetuity | Final, approved budgets |
| Contracts and Related Documents | | |
| Executed Contracts | 5 years after completion of contract | Power supply contracts, contracts with vendors or consultants |
| Non-Disclosure Agreements | In perpetuity | NDA with vendor, employee, Board member or advisor |
| Bids & Proposals (Awarded) | 7 years after close of solicitation | Including Q & A and correspondence with bidders |
| Bids & Proposals (Unsuccessful) | 2 years after close of solicitation | Including Q & A and correspondence with bidders |
| Published Solicitations | 2 years after close of solicitation | |
| Financial Documents | | |
| Audit Reports by Accountants | In perpetuity | Independent audit reports prepared by outside accountants |

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| Accounting Records | 5 years after close of fiscal year | Unaudited financials, bank statements, payables/receivables and controls back up documentation, etc. |
| Invoices from Vendors - Energy | 5 years after completion of contract | Vendor invoices for payment |
| Human Resources | | |
| Personnel Information | 3 years after termination | Offer letter, resume, evaluations, personnel records, payroll records, and 1-9 forms |
| Recruitment Materials | 3 years after completion | Ads, responses |
| Payroll Tax Records | 8 years from date tax paid | Tax returns, W-2s, and related back up |
| Other Records | | |
| General Electronic or Written Correspondence | 2 years | Emails and letters |
| Customer-Specific Usage Information and Data | 5 years | Electronic information and reporting from Data Manager, bill analyses |
| Marketing Material | 2 years after public distribution | Flyers, brochures, electronic advertisements |
| General Educational or Informational Material | 2 years | Brochures, reports, electronic information |