



100 Campus Center ~~~ Seaside, CA ~~~ 93955-8001

RECORDS RETENTION POLICY

I. Policy

The University Corporation at Monterey Bay (the "Corporation") has developed a policy that provides guidelines for records management that ensures compliance with statutory and regulatory requirements, and helps to promote best governance practices by preserving institutional history while limiting potential fiscal liabilities.

The Foundation hereby adopts, in its entirety, the Corporation's Records Retention Policy.

II. Adoption and Review

- A. The Foundation's Board of Directors has adopted this Records Retention Policy, dated 12 June 2015.
- B. This policy shall be evaluated ten years from its adoption date to determine its effectiveness and appropriateness. The policy may be evaluated before that time as necessary to reflect substantial organizational, financial, or physical change(s) at the Foundation or any change required by law or by other governing policy.
- C. Any proposed amendments or variations of this policy would require a majority approval by the Foundation Board of Directors.

III. Related Documents

- A. Executive Order No. 1031
- B. Corporation Records Retention Policy