

## **RETENTION OF RECORDS**

CASA shall comply with the requirements of the Uniform Grant Management Act (Texas Government Code Chapter 783) and the Office of Justice Programs (OJP) Financial Guide. CASA shall retain all records for at least three years following the submission of the final expenditure report for inspection by Texas CASA, the CJD, the OAG or any other state or federal agency authorized to inspect such records. If any litigation, claim, or audit is started before the expiration of the three-year records retention period, CASA must retain the records under review until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

All closed case files will be retained for a period of seven years. These files will be held either on-site or in a secure off-site storage contracted by CASA of Collin County. The off-site stored records are to be cataloged by case name and cause number. The master of this log is to be maintained by the Program Director. All duplicates must be discarded to ensure only the original (or one copy of the original) is stored. Discarded duplicate information as well as files older than seven years will be shredded by a designated company.