

Retention Policy: Functional Analysis & Records Survey

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MARA 210

Functional Analysis

[Function] 1. Management of Health Information

[Activity] 1.1 Filing of Medical Documents

[Transactions] 1.1.1 Paying medical bills

1.1.2 Filing medical information by members

1.1.3 Making follow up appointments in response to mail requests

1.1.4 Renewing health plans

1.1.5 Discard mail irrelevant to patient needs Eg: Surveys and

Advertisements.

[Function] 2. Management of Tax Information

[Activity] 2.1 Filing of Tax Documents

[Transactions] 2.1.1 Filling in tax information

2.1.2 Consulting with each member about individual tax information

2.1.3 Pay taxes for the year

2.1.4 Finish up tax returns

2.1.5 File appropriate information

2.1.6 Discard files that are over seven years old.

Records Inventory Worksheet		
<u>Records Title / Series</u> AICPA/Marsolais Manor		
<u>Company</u> Marsolais Manor Industries		<u>Department</u> <u>Billing</u>
<u>Official Record</u> Yes	<u>If no, where is it?</u>	<u>If yes, where is it?</u> Blue Folder
<u>Description</u> A collection of bills paid to various registrations. These include: California Board of Accountancy, Tax audits, CPA audits, and reviews.		
<u>Dates</u> 2010-2016		<u>Retention, if known</u> N/A
<u>Format and Size</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectPaper <u>Yes</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectElectronic <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectBound <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectVideo <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectPhoto <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectMicrofilm <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectOther _____		<u>Volume</u> Cubic Feet <u>0.012</u> Filing Inches <u>0.001</u> Hard Drive Space <u>N/A</u> Database Records <u>N/A</u>

<u>Reference Citation</u> N/A	<u>Legal Requirement</u> Yes	<u>Tax Requirement</u> Yes
<u>Person Taking Inventory</u> Kristof Marsolais	<u>Phone / E-mail Address</u> 01189998819991197253	<u>Date Inventory Taken</u> 3/20/2018
<u>Contact Name</u> Karin Marsolais	<u>Telephone No. / Ext.</u> 876-5309	<u>E-mail Address</u> weareone@omg.edu
<u>Comments</u> Some documents are beyond the seven-year gap for disposal. Separate old documents from the new ones and disposing of them is recommended.		

Records Inventory Worksheet		
<u>Records Title / Series</u> DMV/Marsolais Manor		
<u>Company</u> Marsolais Manor Industries		<u>Department</u> DMV
<u>Official Record</u> Yes	<u>If no, where is it?</u>	<u>If yes, where is it?</u> Blue Folder
<u>Description</u> A small collection of papers affiliated with the DMV. Documents include all proofs of registration since 2011		
<u>Dates</u> 2011-2018		<u>Retention, if known</u> Owner's information
<u>Format and Size</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectPaper <u>Yes</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectElectronic <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectBound <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectVideo <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectPhoto <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectMicrofilm <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectOther _____		<u>Volume</u> Cubic Feet <u>0.002</u> Filing Inches <u>N/A</u> Hard Drive Space <u>N/A</u> Database Records <u>N/A</u>

<u>Reference Citation</u> N/A	<u>Legal Requirement</u> Yes	<u>Tax Requirement</u> No
<u>Person Taking Inventory</u> Kristof Marsolais	<u>Phone / E-mail Address</u> 01189998819991197253	<u>Date Inventory Taken</u> 3/20/2018
<u>Contact Name</u> Karin Marsolais	<u>Telephone No. / Ext.</u> 876-5309	<u>E-mail Address</u> weareone@omg.edu
<u>Comments</u> Documents are updated and cleanly filed. Little maintenance required. Recommend backing up on a electronic format.		

Records Inventory Worksheet		
<u>Records Title / Series</u> Jewelry/Marsolais Manor		
<u>Company</u> Marsolais Manor Industries		<u>Department Possessions</u>
<u>Official Record</u> Yes	<u>If no, where is it?</u>	<u>If yes, where is it?</u> Blue Folder
<u>Description</u> A collection of all jewelry related documentation. This includes, receipts, appraisals, and one photograph.		
<u>Dates</u> 1990-2001		<u>Retention, if known</u> Tribute to the boss
<u>Format and Size</u> ☐ <u>Paper</u> > <u>Yes</u> ☐ <u>Paper</u> > <u>No</u> ☐ <u>Electronic</u> > <u>No</u> ☐ <u>Bound</u> > <u>No</u> ☐ <u>Video</u> > <u>No</u> ☐ <u>Photo</u> > <u>Yes</u> ☐ <u>Mic rofilm</u> > <u>No</u> ☐ <u>Other</u>		<u>Volume</u> Cubic Feet <u>0.012</u> Filing Inches <u>0.125</u> Hard Drive Space <u>N/A</u> Database Records <u>N/A</u>

<u>Reference Citation</u> N/A	<u>Legal Requirement</u> No	<u>Tax Requirement</u> No
<u>Person Taking Inventory</u> Kristof Marsolais	<u>Phone / E-mail Address</u> 01189998819991197253	<u>Date Inventory Taken</u> 3/21/2018
<u>Contact Name</u> Karin Marsolais	<u>Telephone No. / Ext.</u> 876-5309	<u>E-mail Address</u> weareone@omg.edu
<u>Comments</u> This file has not been touched for a long time. Dust has begun collecting on it. Debating Disposal recommendation.		

Records Inventory Worksheet		
<u>Records Title / Series</u> Birth Certificate/Marsolais Manor		
<u>Company</u> Marsolais Manor Industries		<u>Department</u> Historical
<u>Official Record</u> Yes	<u>If no, where is it?</u>	<u>If yes, where is it?</u> Purple Folder
<u>Description</u> A collection of birth certificates, social security cards, and photos. The details are personal.		
<u>Dates</u> For personal reasons, we cannot specify.		<u>Retention, if known</u> Origin of Individuals
<u>Format and Size</u> ☐ <u>Paper</u> > <u>Yes</u> ☐ <u>Paper</u> > <u>No</u> ☐ <u>Bound</u> > <u>No</u> ☐ <u>Video</u> > <u>No</u> ☐ <u>Photo</u> > <u>No</u> ☐ <u>Microfilm</u> > <u>No</u> ☐ <u>Other</u>		<u>Volume</u> Cubic Feet <u>0.083</u> Filing Inches <u>3/4 inch</u> Hard Drive Space <u>N/A</u> Database Records <u>N/A</u>

<u>Reference Citation</u> N/A	<u>Legal Requirement</u> Yes	<u>Tax Requirement</u> Yes
<u>Person Taking Inventory</u> Kristof Marsolais	<u>Phone / E-mail Address</u> 01189998819991197253	<u>Date Inventory Taken</u> 3/20/2018
<u>Contact Name</u> Karin Marsolais	<u>Telephone No. / Ext.</u> 876-5309	<u>E-mail Address</u> weareone@omg.edu
<u>Comments</u> These documents should be placed in a more secure location. The current location is not suitable for documentation storage.		

Records Inventory Worksheet		
<u>Records Title / Series</u> 2009 Prius/Marsolais Manor		
<u>Company</u> Marsolais Manor Industries		<u>Department</u> <u>Vehicles</u>
<u>Official Record</u> Yes	<u>If no, where is it?</u>	<u>If yes, where is it?</u> Blue Folder
<u>Description</u> A collection of documents for the 2009 Toyota Prius. This folder contains Car payment history, Maintenance logs, Oil change records, advertisements and accident reports.		
<u>Dates</u> 2009-2018		<u>Retention, if known</u> Vehicle Registration
<u>Format and Size</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectPaper <u>Yes</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectElectronic <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectBound <u>Yes</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectVideo <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectPhoto <u>Yes</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectMic rofilm <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectOther _____		<u>Volume</u> Cubic Feet <u>0.012</u> Filing Inches <u>0.125</u> Hard Drive Space <u>N/A</u> Database Records <u>N/A</u>

<u>Reference Citation</u> N/A	<u>Legal Requirement</u> Yes	<u>Tax Requirement</u> No
<u>Person Taking Inventory</u> Kristof Marsolais	<u>Phone / E-mail Address</u> 01189998819991197253	<u>Date Inventory Taken</u> 3/21/2018
<u>Contact Name</u> Karin Marsolais	<u>Telephone No. / Ext.</u> 876-5309	<u>E-mail Address</u> weareone@omg.edu
<u>Comments</u> Some of the documents are unnecessary and should be removed for efficient storage.		

Records Inventory Worksheet		
<u>Records Title / Series</u> Manuals/Marsolais Manor		
<u>Company</u> Marsolais Manor Industries		<u>Department</u> Customer Service
<u>Official Record</u> No	<u>If no, where is it?</u> Blue Folder	<u>If yes, where is it?</u>
<u>Description</u> A collection of user manuals. These manuals vary from cars, appliances, and furniture.		
<u>Dates</u> 1980-2018		<u>Retention, if known</u> Household Aid
<u>Format and Size</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectPaper ____ Yes ____ <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectElectronic ____ No ____ <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectBound ____ No ____ <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectVideo ____ No ____		<u>Volume</u> Cubic Feet ____ 0.083 ____ Filing Inches ____ 3/4 inches ____ Hard Drive Space ____ N/A ____ Database Records ____ N/A ____

<INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectPhoto _____ Yes _____ <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectMicrofilm _____ No _____ <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectOther _____					
<u>Reference Citation</u>		<u>Legal Requirement</u>		<u>Tax Requirement</u>	
N/A		Yes		No	
<u>Person Taking Inventory</u>		<u>Phone / E-mail Address</u>		<u>Date Inventory Taken</u>	
Kristof Marsolais		01189998819991197253		3/20/2018	
<u>Contact Name</u>		<u>Telephone No. / Ext.</u>		<u>E-mail Address</u>	
Karin Marsolais		876-5309		weareone@omg.edu	
<u>Comments</u>					

Records Inventory Worksheet		
<u>Records Title / Series</u> Deeds/Marsolais Manor		
<u>Company</u> Marsolais Manor Industries		<u>Department</u> <u>Property</u>
<u>Official Record</u> Yes	<u>If no, where is it?</u>	<u>If yes, where is it?</u> Blue Folder
<u>Description</u> A collection of documents related to the property owned by the industry. These files includes the original blueprints to the house, appraisal reports, supplemental assessments, photos of the original house, and the deed of the house.		
<u>Dates</u> 1985-2018		<u>Retention, if known</u> Architecture
<u>Format and Size</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectPaper <u>Yes</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectElectronic <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectBound <u>Yes</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectVideo <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectPhoto <u>Yes</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectMicrofilm <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectOther _____		<u>Volume</u> Cubic Feet <u>0.66</u> Filing Inches <u>1</u> Hard Drive Space <u>N/A</u> Database Records <u>N/A</u>

<u>Reference Citation</u> N/A	<u>Legal Requirement</u> Yes	<u>Tax Requirement</u> Yes
<u>Person Taking Inventory</u> Kristof Marsolais	<u>Phone / E-mail Address</u> 01189998819991197253	<u>Date Inventory Taken</u> 03/21/2018
<u>Contact Name</u> Karin Marsolais	<u>Telephone No. / Ext.</u> 876-5309	<u>E-mail Address</u> weareone@omg.edu
<u>Comments</u> This folder is wearing thin and needs a replacement soon. Some of this information should be digitized and placed on an electronic record.		

Records Inventory Worksheet		
<u>Records Title / Series</u> Taxes 2011/Marsolais Manor		
<u>Company</u> Marsolais Manor Industries		<u>Department</u> <u>Finances</u>
<u>Official Record</u> Yes	<u>If no, where is it?</u>	<u>If yes, where is it?</u> Red Folder
<u>Description</u> A collection of files used for tax information in 2011. Files include documents from Chase, USE Credit Union, Turbo Tax, federal and California state tax forms.		
<u>Dates</u> 2011		<u>Retention, if known</u>
<u>Format and Size</u>		<u>Tax Information</u>
<INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectPaper <u>Yes</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectElectronic <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectBound <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectVideo <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectPhoto <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectMicrofilm <u>No</u> <INPUT TYPE=\ CHECKBOX NAME= Paper > MACROBUTTON HTMLDirectOther _____		<u>Volume</u> Cubic Feet <u>0.079</u> Filing Inches <u>1</u> Hard Drive Space <u>N/A</u> Database Records <u>N/A</u>

<u>Reference Citation</u> N/A	<u>Legal Requirement</u> Yes	<u>Tax Requirement</u> Yes
<u>Person Taking Inventory</u> Kristof Marsolais	<u>Phone / E-mail Address</u> 01189998819991197253	<u>Date Inventory Taken</u> 3/21/2018
<u>Contact Name</u> Karin Marsolais	<u>Telephone No. / Ext.</u> 876-5309	<u>E-mail Address</u> weareone@omg.edu
<u>Comments</u> This record is soon to expire the seven-year peak before disposal. Double check files before disposing.		