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Records Retention Policy

Sterling Solutions maintains books, records, documents, deliverables and other evidence pertaining to the implementation, cost and expense of project and program administration for the purpose of permitting Sterling Solutions administration and/or contracted third parties such as foundations, state or federal agencies or other granters that have guaranteed or promised payment for conducting program activities or the state auditor or authorized representatives, access to records maintained on source of income and expenditures of its peer training program for the purpose of audit and examination.

Sterling Solutions maintains books, records, documents, and other evidence pertaining to the costs and expenses of grants and other funding received (herein after collectively called the “records”) to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies and services, and other costs and expenses of whatever nature for which reimbursement is claimed or account is required.

Sterling Solutions make physical records available at its principal office located at **15000 7th Street Victorville, CA 92395**, in a locked file cabinet and at all reasonable times any record may be available for inspection, audit, or reproduction by the abovementioned entities or their authorized representatives.

Records are also available electronically in a password-protected computer offline data-base.

Sterling Solutions preserves and make available its records for a period of three years from the date of final payment of any reimbursement, payment or grant under a Contract or Agreement and for such longer period, if any, as is required by applicable statute, by any other clause of a Contract or Agreement with the above-named entities.

If a Contract or Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.

Records which relate to litigation of the settlement of claims arising out of the performance of a Contract or Agreement, or costs and expenses of a Contract or Agreement as to which exception has been taken by a contracted entity or any of its duly authorized representatives, shall be retained by Sterling Solutions until disposition of such appeals, litigation, claims, or exceptions.