

Recordkeeping in the Electronic Age



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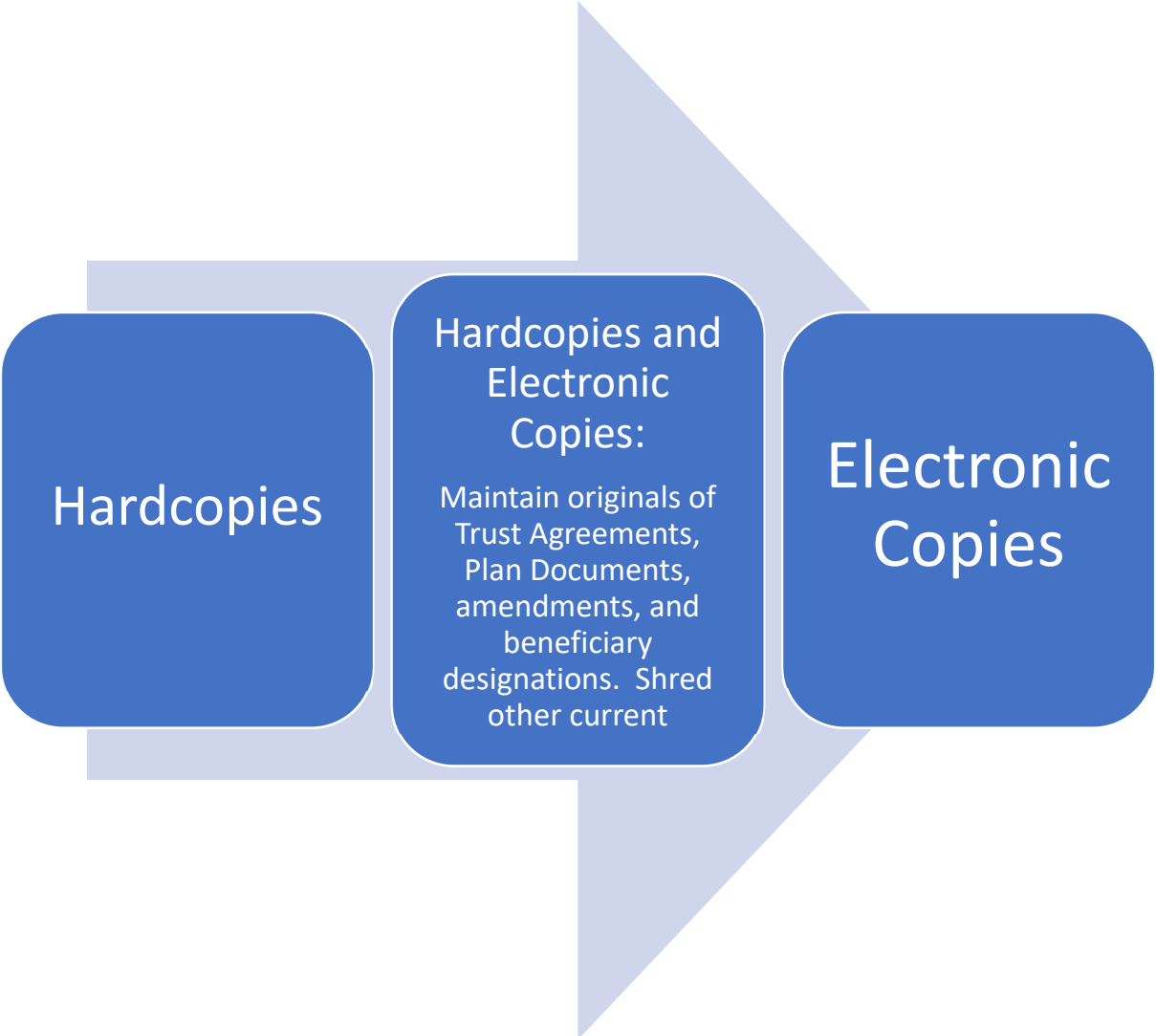
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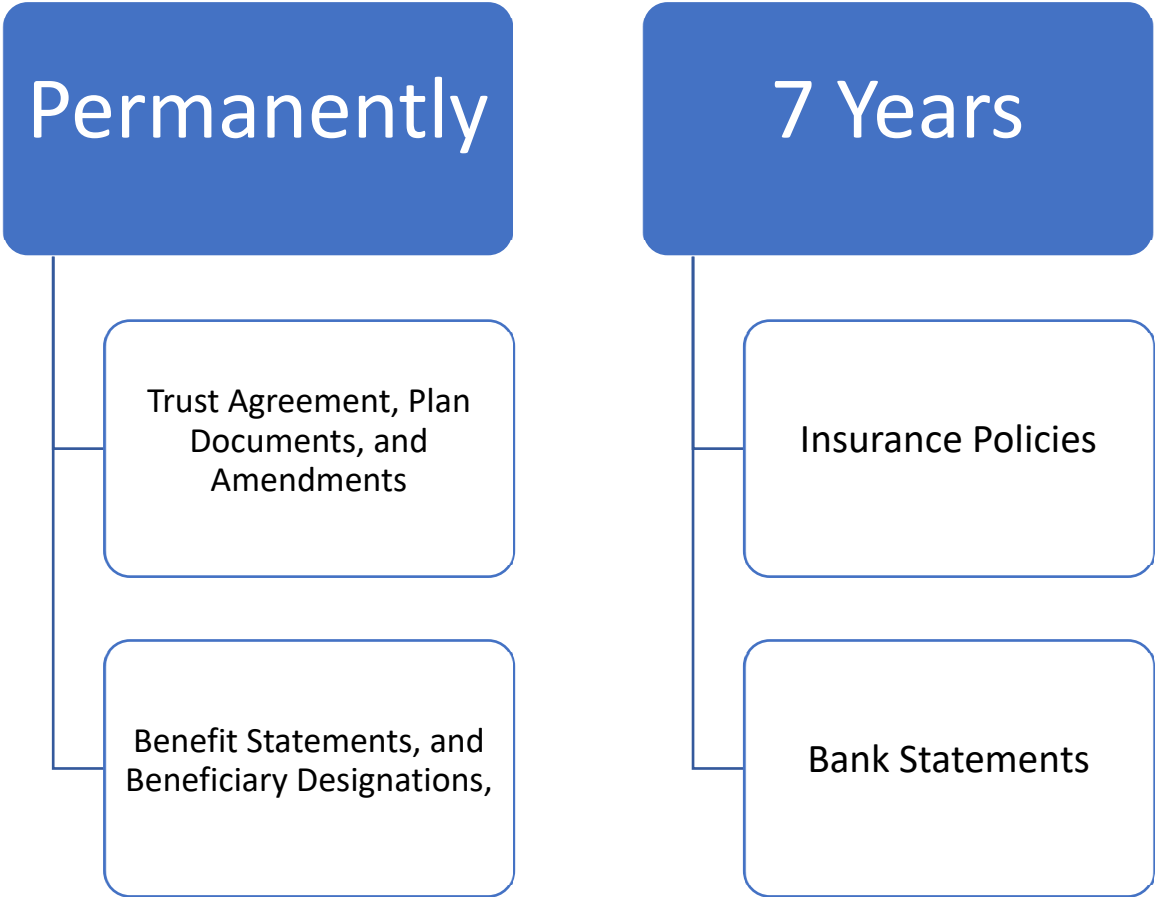
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SHIFT IN RECORD RETENTION AND TRUST FUND MEETING MATERIALS

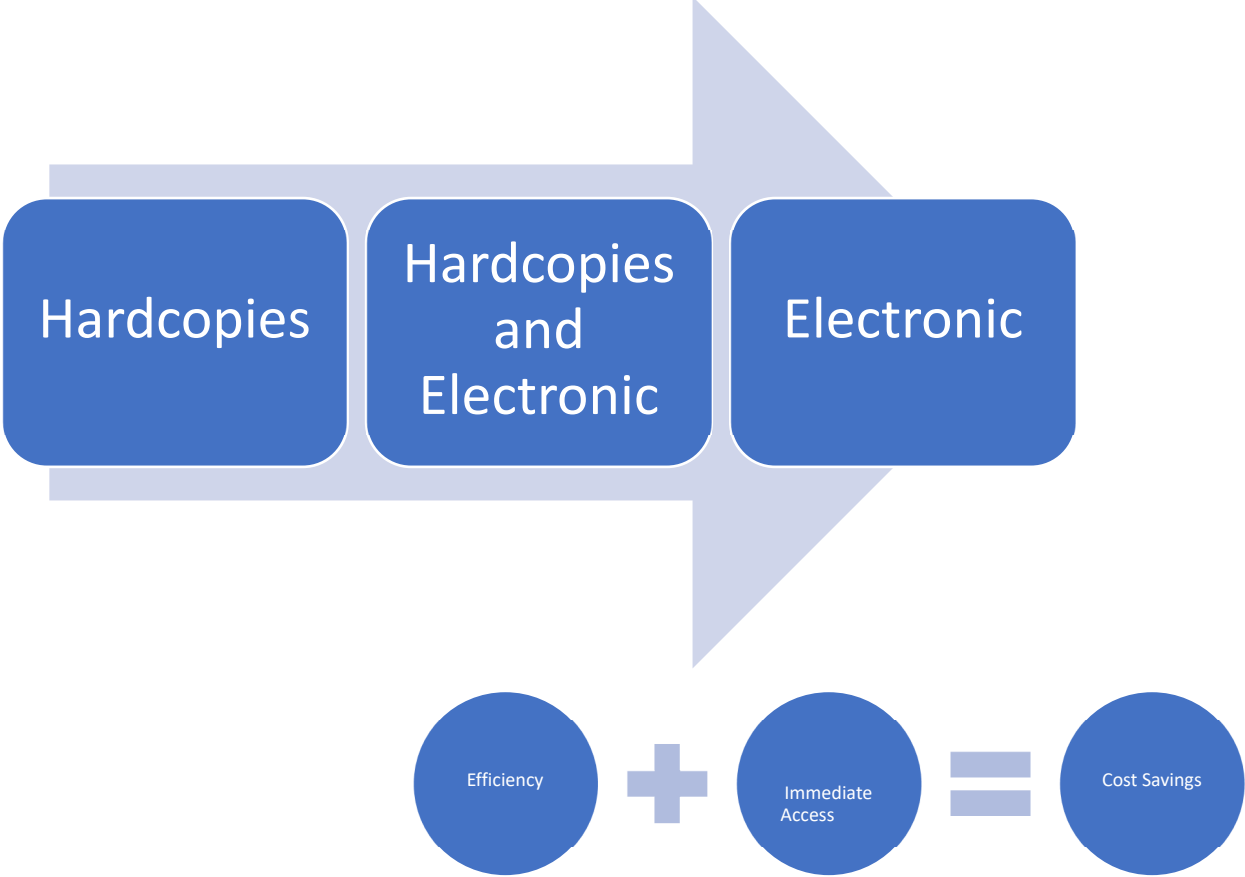


RETENTION TIME PERIOD



SECURE RECORD TRANSFERS AND DOCUMENT PRODUCTION:

Change in service provider, discovery, or production to governmental agency



Benefit Statements, QDROs, etc.

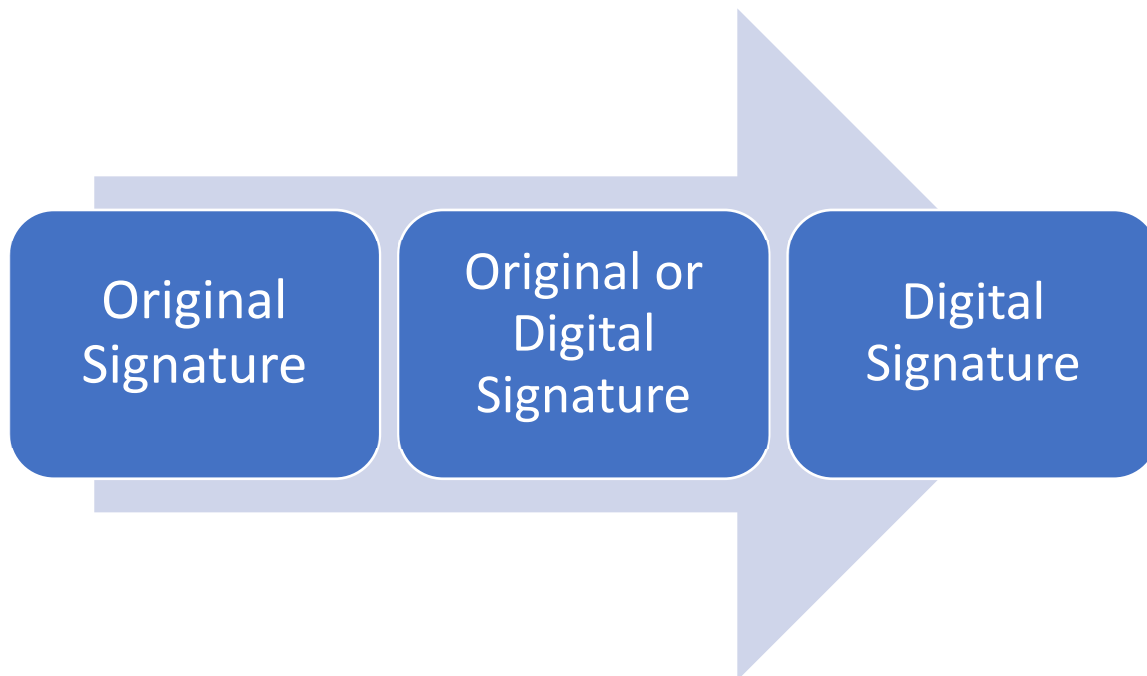
Benefit statements made available on a secure web portal.

Option for participants, alternate payees and beneficiaries to communicate with the TPA electronically.

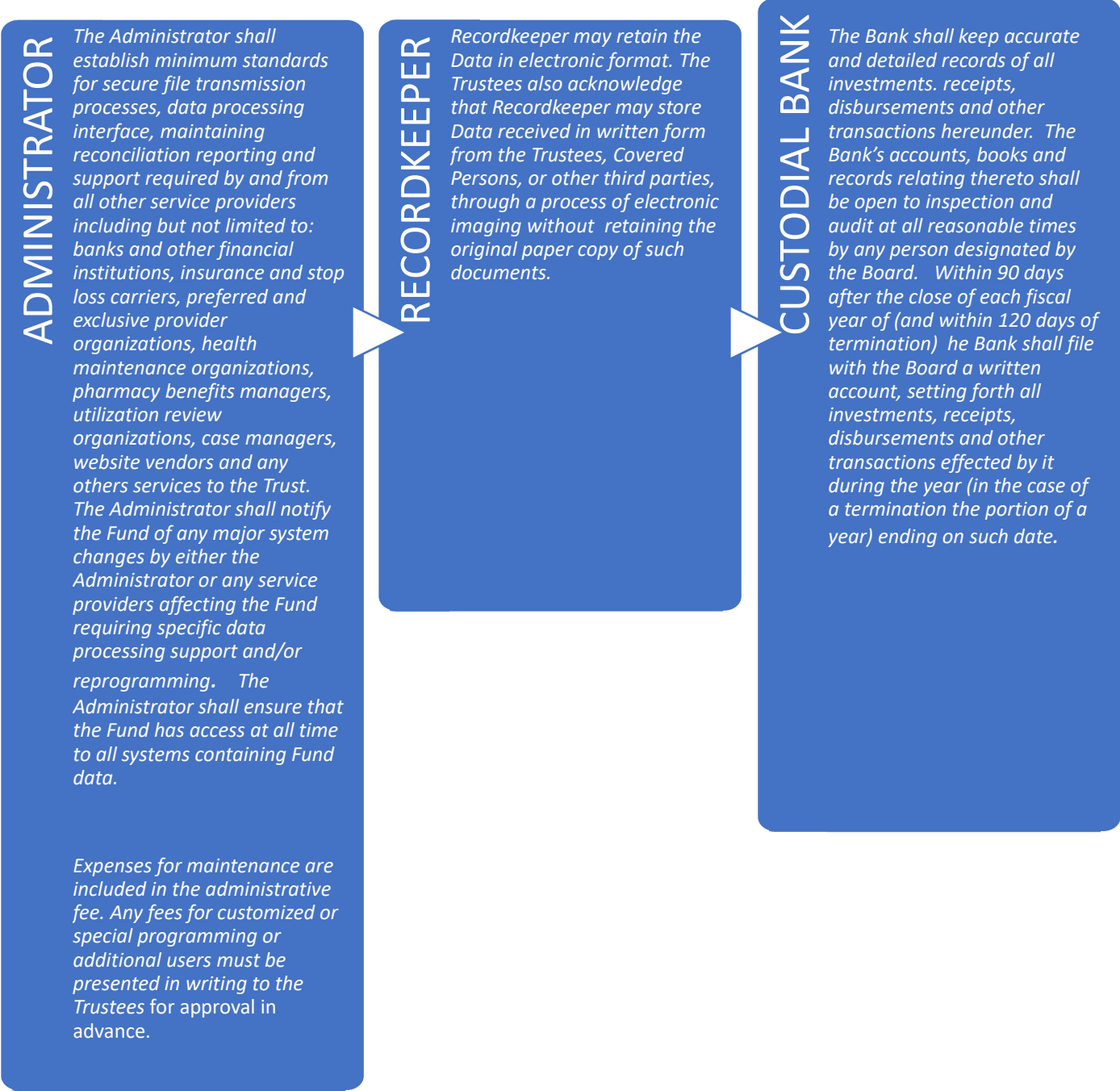
Since the shift to electronic records access is immediate and it is uncommon documents are missing.

On rare occasions if the custodian of records (i.e. TPA) is missing a divorce decree, judgment of dissolution, or QDRO a copy is available from the spouse(s), Plan Counsel, Plan Consultant, or issuing court.

SIGNATURES



CONTRACTUAL DUTIES



UPON TERMINATION OF CONTRACT

ADMINISTRATOR

The Administrator shall transfer to the Fund or the Fund's successor third party administrator the data and records of the Fund maintained by the Administrator. Such data and records shall be provided in the Administrator's standard format and in accordance with its standard delivery method. Any transfer of records shall be require a signed acknowledgement of transfer and an inventory control sheet from the Fund or the Fund's successor third party administrator at the time of the transfer. The Administrator shall be permitted to keep such of the data and records of the Fund for a reasonable time period solely for archival purposes for purposes of defending itself in the event of potential, threatened or pending litigation or legal claims and/or governmental inquiries.

RECORDKEEPER

Recordkeeper will provide to the Trustees or their designee any and all Data retained by Recordkeeper as of the termination or expiration of this Agreement in standard format, and thereafter will have no obligation to maintain such Data. Notwithstanding the forgoing to the contrary, Recordkeeper, subject to its confidentiality obligations under this Agreement, may (i) retain copies of Data that it is required to retain by law or regulation, (ii) retain copies of its work product that contain Data for archival purposes or to defend its work product and (iii) in accordance with legal, disaster recovery and records retention requirements, store such copies in an archival format.

CUSTODIAL BANK

The Fund shall execute such documents as may be reasonably required to effect the transfer of any property of the Fund held in custody or as a corporate co-trustee to a successor custodian or successor corporate co-trustee.

DOL GUIDANCE

International Data Bank

- Auditing
- Cost Consideration

Email Archive

- Retention Period
- Cost Consideration

Historical Records

- Retention Period
- Cost Consideration