

SECTION: **POLICY STATEMENT - DOCUMENT RETENTION AND DESTRUCTION**SUBJECT:

PURPOSE: To provide for orderly and proper retention and destruction of all official records.

EFFECTIVE DATE: September 26th, 2018

HISTORICAL:

DOCUMENT RETENTION AND DESTRUCTION**I. BACKGROUND**

The Otter Student Union is committed to effective records management to meet legal standards, ensure privacy, optimize the use of space, destroy outdated records in an appropriate manner, improve operational efficiency and effectiveness, and comply with the California State University (CSU) policy and all applicable regulations. CSU Executive Order 1031, "System Wide Records/Information Retention and Disposition Schedules Implementation," requires that legal and regulatory requirements associated with the retention and disposition of CSU records/information are met.

II. POLICY

Standards and Schedules. The retention and disposition of records/information are to conform to standards and schedules set forth within the retention and disposition schedules issued by the CSU and this policy. **Confidentiality Requirement.** Records containing confidential and personal data will be accessed only by authorized persons, maintained in secured and/or locked locations, and destroyed by appropriate methods. **Department of Unit Responsibilities.** For departments or units that maintain OSU records, within that department or unit, each Records/Information Custodian is responsible for:

- Implementing the records management practices consistent with this policy;
- Educating staff in understanding sound record management practices;
- Ensuring that access to confidential records and information is restricted;
- Ensuring destruction of inactive records that have no value upon passage of the applicable retention period;
- Ensuring that records are destroyed in a manner that is appropriate for the type or records and information involved;
- Providing OSU Records Retention Designee with updates of the master log of items stored at the designated storage location(s);
- Preparing records for storage including labeling boxes and moving files;

- Ensure that the campus is operating in compliance with the California State University records/information retention and disposition schedules, and;
- Identify records/information that may have historic or vital value for the campus.

Definitions: For Purposes of this policy:

CSU Records Retention and Disposition Schedule: A CSU document that lists and governs the retention period of identified records that are common across the CSU. See References and Related Policy section part B. **Disposition:** The processes associated with implementing records/information retention, destruction, or transfer decisions. **Off-site.** Items which are stored at a third-party vendor's location. **OSU Records Retention Designee and Records/Information Custodian.** An individual will be identified by the Director or his/her designee to be responsible for the overall record-keeping of OSU. This person will be responsible for the control and administration of OSU records/information in all media forms and for valuing such records/information in accordance with this policy. **Record/Information.** Every means of recording upon any tangible thing in any form of communication or representation, including letters, words, pictures, sounds, or symbols, any combination of these or other means to engage in business, regardless of media. This includes, but is not limited to:

- Electronic communication such as email content and attachments, voicemail, instant messages, and data on a contactless integrated circuit;
- Content on websites, PDA's, mobile devices, desktops, and servers;
- Information/data captured in various databases;
- Physical paper in files, such as memos, contacts, reports, photographs and architectural drawings;
- Licenses, certificates, registration, identification cards, or other means;
- Handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic email or facsimile;
- Any record thereby created, regardless of the manner or media in which the record has been stored and/or created; and
- Backups of electronic information.

III. COMPLIANCE

A. All OSU units, departments and personnel must comply with this policy.

IV. REFERENCES AND RELATED POLICY

A. CSU Executive Order 1031 System Wide Records/Information Retention and Disposition Schedules Implementation, February 27, 2008 B. Current retention schedules can be found at the CSU Records/Information Retention and Disposition website, <http://www.calstate.edu/recordsretention/>