



## SAN DIEGO STATE UNIVERSITY

### **Systemwide Records/Information Retention and Disposition Schedules**

#### **Introduction/Purpose**

Executive Order 1031 provides for the implementation of the California State University (CSU) Systemwide Records/Information Retention Schedules. The purpose of the executive order is to improve operational efficiency and effectiveness while at the same time ensure that legal and regulatory requirements associated with the retention and disposition of CSU records/information are met.

<http://www.calstate.edu/eo/EO-1031.html>

#### **Campus Responsibility**

Each campus president is responsible for ensuring that the appropriate campus departments implement the records/information retention and disposition schedules.

Records/information custodians are responsible for controlling the administration of records/information in all media forms and for valuing such records/information in accordance with retention authority requirements. The custodians are also responsible for ensuring that records are appropriately disposed of in accordance with retention and disposition schedule timeframes.

The campus is responsible for instituting a process for reviewing its records/information as listed on the schedules to determine if they should be destroyed or maintained. At minimum, this review should be conducted once a year.

#### **How to Use the Schedule**

The Records Retention Schedule is the primary source of retention requirements for the records created and received by San Diego State University (SDSU). It provides the legal authority for the destruction of records.

The schedule is divided into 11 categories. For each record/information listed, the schedule lists a unique record identifier, record description, the campus custodian, the retention source and authority, and retention period.

**Index to SDSU's Records Retention and Disposition Schedules:**

Series	Schedule Description	Custodian of Records
1.0	<a href="#">Personnel/Payroll</a>	Business and Financial Affairs
2.0	<a href="#">Fiscal</a>	Business and Financial Affairs
3.0	<a href="#">Environmental Health Services</a>	Business and Financial Affairs
4.0	<a href="#">Student Records</a>	Academic Affairs
5.0	<a href="#">Facilities</a>	Business and Financial Affairs
6.0	<a href="#">University Police</a>	Business and Financial Affairs
7.0	<a href="#">University Advancement</a>	University Relations and Development
8.0	<a href="#">Academic Personnel</a>	Academic Affairs
9.0	<a href="#">Curriculum &amp; Accreditation</a>	Academic Affairs
10.0	<a href="#">Research &amp; Sponsored Programs</a>	Graduate Research Affairs & SDSU Research Foundation
11.0	<a href="#">Institutional Records</a>	Various divisional areas