

SANTOS MANUEL STUDENT UNION AT CSUSB RECORD-RETENTION AND DISPOSAL POLICY

The purpose of this Santos Manuel Student Union (“SMSU”) policy is to provide for orderly and proper retention and destruction of all official records.

SMSU 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committed to effective records management to meet legal standards, ensure privacy, optimize the use of space, destroy outdated records in an appropriate manner, improve operational efficiency and effectiveness, and comply with California State University (CSU) policy and all applicable laws and regulations. CSU Executive Order 1031, “Systemwide 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.

1. Each department manager or unit supervisor that maintains SMSU records has responsibility for implementing the records management practices consistent with this policy.
2. The retention and disposition of records/information are to conform to standards and schedules set forth within retention and disposition schedules issued by the CSU and this policy. In addition, SMSU’s policy must ensure that the designation of a vital record/information is consistent with its business continuity plan.
3. Current year corporate records are retained in SMSU’s corporate offices. All other records are cataloged and stored. Records are kept in a locked room and keys are issued to those accessing the prior year’s storage.
4. Procedures for reviewing records for disposal will be based on the retention schedule and the requirements of all external sponsors and auditors. A periodic check on compliance with these procedures and policies will be followed up by management.
5. Generally, SMSU will review the retention schedule and dispose of records, as appropriate, in June – August of each year.
6. Electronic/computer records should be retained according to the same retention periods as paper records. Users should review and delete any unused or obsolete files on a regular basis, but no less than annually, unless litigation or other restrictions are in effect.
7. SMSU follows the record retention guidelines provided by the CSU Chancellor’s Office. These guidelines can be found at the following website:
<http://www.calstate.edu/recordsretention/>.