Associated Students Incorporated
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Corporate Communications & Documentation Policy

Approved per BD 46-20 | April 7, 2020

Purpose: To establish the policy and procedures for Associated Students Incorporated (ASI) electronic communication usage and record keeping in accordance with Chancellor's Office Executive Order 1031 entitled "Systemwide Records/Information Retention and Disposition Schedules Implementation" and Executive Order 999 "Illegal Electronic File Sharing and Protection of Electronic Copyrighted Material."

ASI recognizes that use of the telecommunications, internet and e-mail is necessary in the workplace and in the case of any emergencies. Students/employees are encouraged to use the Internet and e-mail systems responsibly, as unacceptable use can place ASI and others at risk.

This policy does not apply to computing equipment that is personal property of staff and students except that the use of personal equipment, while linked to ASI/CSUSB's computing and communications facilities, will be subject to applicable provisions. In all cases, applicable statutes and regulations will take precedence over this policy.

Scope: ASI has established the following guidelines for all members of ASI for use of its technology and communications networks, including the internet and e-mail, in an appropriate, ethical and professional manner.

1. Communications

a) Confidentiality and Monitoring

i. All technology provided by ASI, including computer/mobile systems, communication networks, company-related work records and other information stored electronically, is the property of ASI and not the individual. ASI reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

ii. Internal and external e-mail, voice mail, electronic messages and other electronic communications on technology provided by ASI are considered business records and may be subject to discovery in the event of litigation. Students/employees must be aware of this possibility when communicating electronically within and outside the company.

b) Appropriate Use

i. ASI students/employees are expected to use technology responsibly and productively as necessary for their jobs.

ii. Individuals may not use ASI's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.

iii. Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.

iv. Copyrighted materials belonging to entities other than ASI may not be transmitted by individuals on ASI's/CSUSB's network without permission of the copyright holder. (This is conjunction with E.O. 999)

v. Individuals may not use ASI's computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users).

vi. Individuals are prohibited from downloading software or other program files or online services from the Internet without prior approval from their supervisor in order to conduct necessary work. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into ASI's/CSUSB's systems and networks.

vii. Every individual working within ASI is responsible for the content of all text, audio, video or image files that he or she places or sends over the Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. ASI's corporate identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.

2. Telecommunications

a) Telecommunications is a mode of communication that can be used for non-student employees and student employees should it be deemed necessary by the Executive Director and under the activation of any business continuity plans.
b) Non-student employees and student employees may use telecommunications to work off campus so long as it is approved by the Executive Director and in accordance with the policies and procedures of ASI.
c) Should the Executive Director allow for the use of telecommunication, ASI will provide essential staff with the proper equipment to ensure tasks are completed.
d) The Executive Director will assign each supervisor to develop a telecommunications plan with their respective staff that includes responsibilities, assignments, deadlines, outcomes and a consistent record of these plans shall be submitted to the Executive Director for monitoring.

3. Documentation

a) Retention Period

Budget and Fiscal Documents:	7 years
Procurement/Bid Processes:	4 years
Inventory:	Perpetual
Board of Directors:	7 years
Originating documents:	Perpetual
Legal Documents:	7 years (or Statute of Limitations)

b) Disposition of Records:

i. The officer/director/manager/administrative staff is responsible for the security of all records relating to their respective offices. They will review for any continuing administrative or historical value for document types and/or individual documents. If documents are retained for continuing administrative value, officers/directors/managers/administrative staff have an ongoing responsibility for determining disposition at a subsequent date.

ii. Confidential and private records must be protected from unauthorized access at all times.

iii. Records pertaining to ongoing or pending audits or judicial or public disclosure proceedings must not be destroyed until the issue is resolved.

c) Responsibility for Communication, Training and Enforcement

i. Responsibility for communicating policy and procedure regarding records management to all appropriate staff is that of the Executive Director. Training for employees or those who have changed positions, etc. is to be provided by the Executive Director. Enforcement of all matters regarding records management for each program center is the responsibility of the Executive Director.

ii. Individuals leaving administrative positions are to make every attempt to separate their own personal files from ASI records. Persons assuming new administrative positions are to review records newly under their control for appropriate compliance with these policies.

d) Submitting Documents to the appropriate campus and system offices

i. It is the responsibility of the individual offices within ASI to submit documents they are responsible for to the appropriate campus office(s) as necessary. It will be the responsibility of the ASI Executive Director to submit documents as required to the Chancellor's Office.

Revised: Per BD 46-20, 04-07-20