



CSUSB Information Retention Schedule
Information Security Office

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Date	By	Action	Pages
4/06/2010	J Torner	Created Schedule	All
5/04/2012	J Torner	Added cloud computer services to the schedule for central university systems	Record #6
04/10/2019	J Torner, L Carrizales	Added retention criteria for voicemail recordings	Record # 8
12/09/2020	G Au, L Carrizales	Modified e-mail retention period. Added retention criteria for Zoom recordings	Record #2, 6, 7, 9

Review/Approval History

Date	By	Action	Pages
11/08/2017	ISC&ET Subcommittee	Reviewed and approved	All
01/13/2021	ISET Subcommittee	Reviewed and approved	All
02/17/2021	ITGEC	Reviewed and approved	All

CSUSB Information Retention Schedule

The CSUSB supplemental information retention schedule applies to those records that are not specified in the CSU Records/Information Retention and Disposition schedules (<http://www.calstate.edu/recordsretention>). The following table provides a campus schedule for electronic records generated by the university. When in doubt, CSU Records/Information Retention schedules have precedent over this schedule.

Definitions:

Records Custodian: The individual with responsibility for the maintenance and disposition of official/original copies of records maintained by his/her department/area.

Record Disposal: The intentional discarding, abandonment or destruction of information. Record Disposal is most often associated with the sale, donation, transfer, or discarding of any medium upon which information is stored, including computer equipment.

Record Retention: The maintenance of records for prescribed time periods.

Retention Period: The period of time that a record should be kept.

Record Value: Records may have value in one or more of the following areas:

- **Operational:** Required by a campus/department to perform its primary function.
- **Legal:** Required to be kept by law or regulation, or may be needed for litigation or a government investigation.
- **Fiscal:** Related to the financial transactions of the campus, especially those required for accounting, audit or tax purposes.
- **Historical:** Of long-term value to document past events.
- **Vital:** Critical to maintain to ensure operational continuity for the campus after a disruption or disaster. Vital records or information may fall into any one of the above value categories.

(compressed table below to fit in one page)
CSUSB Electronic Retention Schedule

Record	Record Description	Custodian	Record Value	Retention Period	Disposal
1	Activity and systems logs from information systems and applications	CIO	O, L	No less than 180 days	Industry Best practice
2	Network and security devices logs	CIO	O, L	No less than 180 days	Industry Best practice
3	Email transaction logs	CIO	O, L	No less than 30 days	Industry Best practice
4	Digital investigation reports, including digital forensic images and physical evidence	ISO	O, L	Seven years from the date of preservation unless it is requested to preserve the information for a longer period of time.	Follow standard university procedures for the disposal of Level 1 information. Will not dispose of any preserved information during the retention period without the approval of the requester or appropriate entity on campus.
5	Digital Millennium Copyright Act notifications	ISO	O, L	3 years from the date of notification	Industry Best practice
6	Employees electronic communication such as e-mail content and attachments, digital documents stored in university central servers such as file servers, web servers, cloud computing services.	CIO	O, L	30 days from official date of separation from the university. Unless it is requested to preserve the information for a longer period of time, or there is a litigation hold on the information.	Industry Best practice
7	Email archive containing employee's email only.	ISO	O, L	Retain last 30 days of all incoming and outgoing university email	Rolling archive of 30 days
8	Employees voice mail recordings	CIO	O,L	180 days from date of message, dispose upon separation from the university. Unless it is requested to be	Industry best practice

				preserved for a period of time or there is a litigation hold in the information.	
9	Employees Zoom recordings	CIO	O,L	120 days from recording. Unless it is requested to preserve the information for a longer period of time, or there is a litigation hold on the information.	Rolling automatic deletion of 120 days