

Confidential Information Management – Policies and Standards

<https://www.csusb.edu/its/security/policies-standards>

Under “Safeguarding Confidential Information” Section:

[CSUSB Safeguarding Confidential Information \[PDF\]](#)

<https://www.csusb.edu/sites/csusb/files/safeguarding-confidential-information.pdf>

Under “Asset Management” Section:

[CSUSB Information Classification Standards \[PDF\]](#)

<https://www.csusb.edu/sites/csusb/files/Information-Classification-Standards.pdf>

Information Security Training – can be taken at any time online:

Register and Complete the Training titled: **“Information Security Training SB99101”**

- Go to: <https://www.csusb.edu/its/training>
- Scroll down to the **Campus Information Security** training section
- Click on button: **Register for Information Security Training**
- Register (fill out the form with your information), **submit** and **complete** the training.

If you need assistance: Email: ITSTrainingServices@csusb.edu Phone: 909-537-7425

Records Management

Under Asset Management Section see:

<https://www.csusb.edu/its/security/policies-standards> [CSUSB Information Retention Schedule \[PDF\]](#)

ALL Records Retention Schedules: <http://www.calstate.edu/recordsretention/>

1.0 PERSONNEL/PAYROLL:

Retention Period – based upon type of separation (see chart for specifics)

http://www.calstate.edu/recordsretention/documents/Personnel_Payroll.pdf

8.0 ACADEMIC PERSONNEL:

Retention Period – 5 years after separation from CSU, except for 8.17 Visa and permanent records – 10 years from the date of issuance. http://www.calstate.edu/recordsretention/documents/Academic_Personnel.pdf

Information Security Policies – Info Security Training – Records Management