

## CHAPTER 3

### ADMINISTRATION AND FINANCE

#### 384 RECORDS/INFORMATION RETENTION AND DISPOSITION

The campus is required to implement Records and Information Retention and Disposition schedules to ensure efficient and effective compliance with legal and regulatory disposition and retention requirements while implementing appropriate operational best practices.

##### 384.1 Records/Information Custodians

The President has delegated campus custodians for each type of record requiring retention and disposition schedules. These custodians are responsible for assuring that the campus is operating in compliance with the California State University (CSU) Records/Information Retention and Disposition schedules, secure records and information in accordance with applicable campus and CSU policy and ensure the appropriate and timely disposition schedule timeframes.

##### 384.2 Records/Information Schedules

Each custodian defines schedules for the documents/information they are responsible for based on CSU and legal requirements. These schedules are published on the Cal Poly website and are available to the Office of the Chancellor upon request. Schedules are required to be reviewed and approved on an annual basis by the assigned data custodian.

##### 384.3 Records/Information Disposal

Every unit on campus is required to dispose of all records/information in accordance with retention and disposition schedule timeframes. The campus has implemented compliance procedures via the annual Information Technology Self-Assessment whereby departments verify they are following retention and disposition schedules.

#### References for CAP 384:

1. Date approved by the President: January 19, 2014
2. Effective Date: January 19, 2014
3. Responsible Department/Office: Administrative Compliance Services
4. Revision History: None

5. Related University Policies, Procedures, Manuals and/or Documents:
  - a. Revision to Executive Order No. 1027, [Systemwide Records/Information Retention and Disposition Schedules Implementation& Executive Order No. 1031.](#)
  - b. [Cal Poly Information Security Risk Self-Assessment and Inventory Standard.](#)
  - c. [Cal Poly Record Retention and Disposition Standards.](#)
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy: None cited.