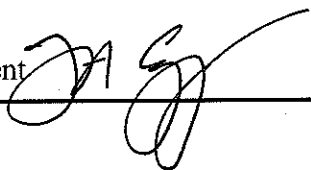


CAL MARITIME

ACADEMY POLICY MANUAL

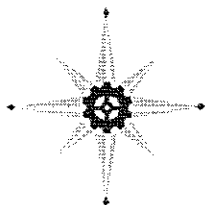
Policy Title:	Backup Storage Retention
Policy Number:	AF 07-001
Policy Administrator:	Jason Wenrick, Chief Information Officer
Policy Initiator:	Kurtis D. Lohide, Vice President for Administration and Finance
Authority:	CSU Office of the Chancellor Executive Order 1014; CSU Business Continuity Program, Integrated CSU Administrative Manual (ICSUAM) 8085.0, Business Continuity and Disaster Recovery; California State Administrative Manual (SAM) 5355-5355.2, Disaster Recovery Management
Effective Date:	June 10, 2013
Revised Date:	
Approved:	Thomas A. Cropper, President 

Purpose: The purpose of this policy is to ensure that backup storage of any kind is only stored for as long as absolutely required. Backups are taken only as a part of a robust disaster preparedness process and are not intended to be used to retrieve accidentally deleted out files or emails.

Scope: This policy applies to any electronic information stored as a part of Information Technology's nightly, weekly, or monthly backup process.

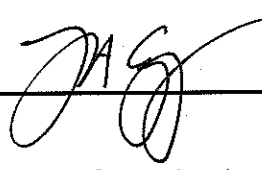
Accountability: It is the responsibility of the Chief Information Officer to administer this policy and ensure compliance.

Policy: It is the policy of the California Maritime Academy to require that all backup tapes/files of any form generated and maintained by Information Technology shall not be kept longer than 90-days.



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Policy Title:	Email and Personal Drive Data Retention
Policy Number:	AF 07-002
Policy Administrator:	Jason Wenrick, Chief Information Officer
Policy Initiator:	Kurtis D. Lohide, Vice President for Administration and Finance
Authority:	CSU Office of the Chancellor Executive Order 1031, Systemwide Records/Information Retention and Disposition Schedules Implementation;
Effective Date:	June 10, 2013
Revised Date:	
Approved:	Thomas A. Cropper, President 

Purpose: The purpose of this policy is to ensure that electronic information is only stored as long as necessary as it pertains to separated students, faculty, and staff.

Scope: This policy applies to any electronic information stored in an email account or in a storage 'drive' that is provided and maintained by the California Maritime Academy. Any information that is subject to other data retention standards as outlined by separate CSU or CMA policies must be removed and stored in a separate area, and the appropriate administrator of that area must be notified of the type of data, and storage location prior to the employee's separation date. "Shared" email accounts and drives will be dealt with on a case-by-case basis.

Accountability: It is the responsibility of the Chief Information Officer to administer this policy and ensure compliance.

Policy: It is the policy of the California Maritime Academy to require that all personal email accounts and personal storage 'drives' provided and maintained by the California Maritime Academy, as well as all data stored therein, will be auto-deleted out at 365-days after the date of separation for any student, faculty, or staff member. For students, the 365-day period will be recognized as being a one-year separation date from the last calendar date actively enrolled. For faculty/staff, the 365-day period will be recognized as being one-year from the point of separation as noted in the official Human Resource application. Official leaves that have been approved will not count as an official "separation" from the institution.