



ACADEMY POLICY MANUAL

Policy Title:	Records Retention Policy
Policy Number:	OP 01-004
Policy Administrator:	President
Policy Initiator:	Ken Toet, Controller
Authority:	EO 1031; Section II of the Standing Orders of the Board of Trustees, Education Code section 89043
Effective Date:	December, 2011
Revised Date:	
Approved:	President William Eisenhardt
Approval Signature:	/s/

Objective: To ensure California Maritime Academy's policy for records/information retention are in compliance with legal and regulatory requirements while implementing appropriate operational best practices.

Policy Statement: The California Maritime Academy and its auxiliaries shall follow the records retention and disposition schedules that are in compliance with EO 1031 issued by the Chancellor's Office.

Responsibilities: The campus President, or his designee, is responsible for ensuring that the appropriate campus department managers implement and maintain the records/information retention and disposition schedules for their area.

Principles

1. Each department manager shall be responsible for:
 - a. Operating in compliance with the CSU records/information retention and disposition schedules, and;
 - b. Identifying records/information that may have historic or vital value for the campus.
2. The records/information retention policy shall be consistent with the campus' business continuity plans.
3. Records must be secure in accordance with applicable campus and CSU policy.
4. Department managers will ensure appropriate and timely disposal of records/information in accordance with retention and disposition schedule timeframes on no less than an annual basis.
5. Current records/information schedules can be found at www.calstate.edu/recordsretention/

Procedures

1. Read EO 1031 attached.
2. Open www.calstate.edu/recordsretention/ website.
3. Review records/information retention requirements (including campus' business continuity plan) no less than annually.
4. Document annual review of records/information.
5. Dispose of records/information per disposition schedule.