

## ACADEMY POLICY MANUAL

<b>Policy Title:</b>	<b>Records Retention Policy</b>
<b>Policy Number:</b>	OP 01-004
<b>Policy Administrator:</b>	President
<b>Policy Initiator:</b>	Ken Toet, Controller
<b>Authority:</b>	<b>EO 1031; Section II of the Standing Orders of the Board of Trustees, Education Code section 89043</b>
<b>Effective Date:</b>	December, 2011
<b>Revised Date:</b>	
<b>Approved:</b>	President William Eisenhardt
<b>Approval Signature:</b>	/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/](http://www.calstate.edu/recordsretention/)

### Procedures

1. Read EO 1031 attached