



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

<b>Subject: Files Retention/Disposition</b>	
Department: Administration & Finance	Reference No.:
Division: <b>Administration &amp; Finance</b>	Issue Date: <b>June 2004</b>
References: <b>N/A</b>	Revision Date: <b>N/A</b>
WebLinks: File Retention Schedule      Employment Related Records	Expiration Date: <b>N/A</b>

## FILES RETENTION/DISPOSITION

The California State University, Long Beach (CSULB) is required to report records storage data annually, and it is therefore necessary to regularly purge (store or destroy) office files of outdated materials. A listing of State-developed retention periods for (A) Personnel Records (B) Fiscal Records, and (C) General Administrative Records, which defines the length of time that CSULB offices should keep copies of such documents, is available in the Office of Financial Management, ext. 54162 and at the Chancellor's Office website referenced above.

The File Retention Schedule pertains to records held in the "Office of Record" (the office that normally keeps the original documents). If a copy of the same record is also kept in an additional department or office, it is up to that department or office to determine how long the records should be retained at their location.

The proper method and time frame for disposal of confidential records is addressed by Safety and Risk Management (SRM), in the Confidential Information Security Program, section VI. This document can be viewed at the SRM website <http://daf.csulb.edu/forms/bhr/safetyrisk/CISProgram.doc>, or in the Confidential Information section of the on-line Administrative Guidelines.

**FORMS:** NA