




Date: February 15, 2008

Code: TECHNICAL LETTER
HR/Personnel Records 2008-01

To: Human Resources Directors
Associate Vice Presidents/Deans of Faculty

Supersedes:
TECHNICAL LETTER
HR/Personnel Records 2004-01

From: Evelyn Nazario 
Senior Director, Compensation
Human Resources Administration

Subject: Records Retention and Disposition Guidelines for Employment-Related Records

Overview

Audience: Human Resources Directors, Associate Vice Presidents/Deans of Faculty, and/or designee(s) responsible for maintaining, retaining, and disposing of employment-related documents

Action Item: None (information only)

Affected Employee Groups/Units: All Employees

Summary

This technical letter provides information regarding adherence to Records Retention and Disposition Schedules for Employment-Related Records. Campus Human Resources Directors, Associate Vice Presidents/Deans of Faculty, and/or designee(s) responsible for maintaining, retaining, and disposing of employment-related documents in accordance with appropriate records retention and disposition schedules, should review the remainder of this Technical Letter for more detailed information.

Distribution:

CSU Presidents
Interim Vice Chancellor, Human Resources
General Counsel
Vice Presidents, Administration
Benefits Officers

Payroll Managers
Employee Relations Designees
EEO Directors
Conflict of Interest Officers

The California State University (CSU) campuses are responsible for maintaining, retaining and disposing of employment-related documents in accordance with appropriate records retention and disposition schedules. Pursuant to Executive Order 1027, campuses are responsible for ensuring that the appropriate campus department(s) implements the records/information retention and disposition schedules for that area, including designating an official campus custodian(s) for each type of record.

Records/information custodians are responsible for controlling the administration of records/information in all media forms and for valuing such records/information in accordance with retention authority requirements. The retention and disposition of records/information are to conform to standards set forth within retention and disposition schedules issued in conjunction with Executive Order 1027 (<http://www.calstate.edu/eo/EO-1027.pdf>). For campus reference, the Records Retention Schedules may be accessed at: <http://www.calstate.edu/recordsretention/>. The Personnel/Payroll Records Retention Schedule, prepared by Human Resources Administration, may also be accessed at this website. This schedule supersedes the Records Retention Guidelines for Employment-Related Records referenced in Technical Letter HR/Personnel Records 2004-01.

Please direct questions regarding this technical letter as follows:

- Specific records retention requirements Office of General Counsel at (562) 951-4500
- Questions regarding the Personnel/Payroll Human Resources Administration at (562) 941-4411
Records Retention and Disposition Schedule

This technical letter is also available on the Human Resources Administration's Web site at:
<http://www.calstate.edu/HRAdm/memos.shtml>

EN/aj