

California State University
 RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE

Record Series Identifier	Record Series Name								
9 CURRICULUM & ACCREDITATION									
Record Identifier	Record Title	Custodian of Record	Record Value: O - Operational F - Fiscal L - Legal H - Historical V - Vital					Retention Source Authority	Retention Period
			O	F	L	H	V		
9.1	Catalogs								
9.1.1	General catalog		X		X	X	CSU Practice	permanent	
9.1.2	Supplemental		X		X	X	CSU Practice	permanent	
9.2	Class Schedules								
9.2.1	Class schedule by term, final version		X			X	CSU Practice	permanent	
9.2.2	Periodic reports		X				CSU Practice	7 years	
9.2.3	APDB reports		X			X	CSU Practice	permanent	
9.2.4	FAD reports		X				CSU Practice	permanent	
9.3	Course Related UG/GRAD/DOC								
9.3.1	Proposals: new degrees programs, courses, and changes		X			X	CSU Practice	permanent	
9.3.2	Official course outline of record					X	CSU Practice	permanent	
9.3.3	Grade rosters		X		X		CSU Practice	7 years	
9.3.4	Grade books		X		X		CSU Practice	7 years	

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9.3.5	Student portfolios (culminating experience project)--held by departments.		X		X			CSU Practice	2 years
9.3.6	Certificates issued by certificate programs (credit-bearing and non-credit bearing programs)		X		X	X		CSU Practice	2 years
9.3.7	Certificates issued by departments		X		X	X		CSU Practice	2 years
9.4	Policy Memos Affecting Program Changes								
9.4.1	Evaluation approvals		X			X		CSU Practice	permanent
9.4.2	Academic authorizations		X		X	X		CSU Practice	permanent
9.4.3	Exception memos		X		X	X		CSU Practice	permanent
9.4.4	Student academic petitions		X		X			CSU Practice	10 years
9.4.5	Grade protests		X		X			CSU Practice	5 years
9.5	Program Evaluation								
9.5.1	Program Review		X			X		CSU Practice	2 review cycles
9.5.2	Outcomes Assessment		X			X		CSU Practice	2 review cycles
9.6	Academic Calendars		X	X	X	X		CSU Practice	permanent
9.7	Master Plan (for Academic Program Plans)		X		X	X		CSU Practice	permanent
9.8	University Accreditation Materials								
9.8.1	WASC accreditation records		X		X	X		CSU Practice	1 review cycle
9.8.2	Department		X		X	X		CSU Practice	permanent
9.8.2	Program accreditation		X		X	X		CSU Practice	permanent

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9.8.3	Records of student complaints (WASC Accreditation Manual p. 18, Guideline associated with Criterion for Review 1.7)		X		X	X		2001 WASC Handbook of Accreditation	6 years
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Notes:

WASC maintains records for us (Page 110):

Maintenance of Accreditation Records [§602.15(b)(1)]

The Commission maintains for each institution the reports of all accreditation teams, including the last two full accreditation or preaccreditation reviews, including on-site evaluation team reports, interim reports, special visit and fact-finding reports, and the institution's formal responses to these reports, and the letters to the institution reporting the Commission's action following each visit. In addition, the Commission shall maintain a copy of the institution's most recent self-study report (or Institutional Review), and all decisions regarding the accreditation and preaccreditation of any institution, including all correspondence that is significantly related to those decisions.