

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

Record Series Identifier	Record Series Name										
1	PERSONNEL/PAYROLL										
Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational F - Fiscal L - Legal H - Historical V - Vital					Retention Source Authority	Retention Period		
			O	F	L	H	V				
1.1	Personnel Files - Typical Documents* :							29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU		
	Employment Applications**	Campus	X		X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU		
	Resume/faculty biography	Campus	X		X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU		
	Appointment letters	Campus	X		X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU		
	Required state forms (e.g., Oath of Allegiance, Designation of Person Authorized to Receive Warrants).	Campus	X		X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU		
	Other new hire paperwork	Campus	X		X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU		
	Position descriptions	Campus	X		X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU		

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	Personal data information and changes, including name, address, education level (e.g., Request for Nondisclosure of Employee Address).	Campus	X		X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU		
	Employee Personnel transaction forms and supporting documentation for actions such as reclassification, reassignment, promotion/demotion, timebase changes, etc. (e.g., Employee Transaction forms, including CSU Personnel/Payroll Transaction and Student Employment Payroll Transaction forms).	Campus	X	X	X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU		
	Court procedures (e.g., Notice of Judgment Against Wages).	Campus/ Chancellor's Office		X	X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU		
	Employee benefit enrollment and change documentation. Benefits include health and welfare programs, voluntary programs, retirement programs, and tax savings programs.	Campus	X	X	X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU		
	Permanent status letters	Campus	X		X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU		

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	Memoranda or letters of praise, counseling or reprimand.	Campus	X		X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU
	Notices of training completed.	Campus	X		X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU
	Performance evaluations.	Campus/ Chancellor's Office	X		X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU
	Salary adjustment and payment documentation, including, but not limited to: Pay separation forms and resignation letters (including FERP/Rehired Annuitant).	Campus	X	X	X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU
	Emergency contact information	Campus	X		X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU
	Other job-related personnel records	Campus			X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU
	Final disciplinary records, in accordance with collective bargaining agreement.	Campus	X		X			29 U.S.C. Section 201-219 29 CFR Section 1627.3 or 28 U.S.C. Section 1658	10 years after separation from CSU
1.2	Employment Records NOT to be Kept in Personnel File:								

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	The following records should not be kept in the employee's personnel file because of privacy concerns or to prevent claims that others' access to certain information could expose an employee to retaliation:								
1.3	Verification of right to work in the U.S. (e.g., Form I-9, Foreign National Information form).	Campus	X		X			8 U.S.C. Section 1324a	3 years or 1 year after termination of employment, whichever is longer
1.4	EEOC Charge of Discrimination and related documents.	Campus	X		X			29 C.F.R. Section 1602.14	10 years after separation from CSU
1.5	DFEH Charge of Discrimination and related documents.	Campus	X		X			29 C.F.R. Section 1602.14	10 years after separation from CSU

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1.6	Workers' Compensation claims and related documents.	Campus	X	X	X			8 California Code of Regulations Section 10102	5 years after date of injury or date on which Workers' Compensation benefits were last provided, whichever occurs later. However, cases involving Permanent Disability should be kept permanently.
1.7	Return to Work documentation (May be either NDI (Nonindustrial Disability Insurance) or Workers' Compensation related).	Campus	X		X			28 U.S.C. Section 1658	5 years after date of illness/injury or date on which benefits were last provided, whichever occurs later. If NDI converts to a Workers' Compensation claim, defer to Workers' Compensation claims and related documents retention period.

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1.8	Unemployment records held by the campus (not the files of the Third-Party Administrator, which serves as the official Custodian of Records).	Campus/Third-Party Administrator		X	X			26 C.F.R. Section 301.6501(e)-1	Most unemployment tax records should be kept for at least 6 years.
1.9	Social Security, and Medicare Tax Records (e.g., deduction records for Social Security and Medicare).	Campus/State Controller's Office	X	X	X			26 U.S.C. Sections 3101-3128	Most social security and Medicare tax records should be kept for at least 4 years after the tax is due or paid, whichever occurs later.
1.10	American with Disabilities Act claim documentation.	Campus/Chancellor's Office	X		X			29 C.F.R. Section 1602.14	5 10 years after separation from CSU
1.11	Medical information protected by the California Confidentiality of Medical Information Act.	Campus			X			28 U.S.C. Section 1658	At least 4 years from the date of the document

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1.12	Survey of ethnic or disabled or veteran status for reporting and recordkeeping purposes (e.g., data CSU is required to collect from the employee for state/federal agencies).	Campus	X		X			28 U.S.C. Section 1658	At least 4 years from the date of the document
1.13	Any information that may be alleged to be defamatory (Campuses may consult with their campus counsel when determining whether a document contains defamatory information).	Campus/ Chancellor's Office	X	X	X			28 U.S.C. Section 1658	At least 4 years from the date of the document
1.14	Any information that is not job-related.	Campus			X			28 U.S.C. Section 1658	At least 4 years from the date of the document
1.15	Any documents related to grievances, faculty status disputes, litigation or complaints, both formal and informal (e.g., non-litigation settlement agreements).	Campus/ Chancellor's Office	X		X			28 U.S.C. Section 1658	Keep at least 10 years after separation from the CSU.

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1.16	Health Insurance Portability and Accountability Act (HIPAA) documentation (e.g., forms CSU is required to have employees sign regarding privacy, disclosure of personal health information).	Campus/ Chancellor's Office	X		X			45 C.F.R. 164.530(j)(2)	At least 6 years from the date the document was created or was last in effect.		
1.17	Whistleblower documentation	Campus/ Chancellor's Office			X			By analogy to the provisions of the Sarbanes-Oxley Act of 2002 (Section 802) regarding records retention (17 CFR 210)	7 years after the conclusion of the investigation		
1.18	Pay Related Records - Typical Documents*:										
	Records of hours worked (e.g., Time and Attendance Report, Monthly Attendance Summary, Student Assistant Attendance Report, Student Time Voucher and timesheets, Student Attendance Reporting Spreadsheet, Miscellaneous Payroll/Leave Actions).	Campus	X	X	X			29 U.S.C. Sections 201-219 Unemployment Insurance Code Section 1085 (22 California Code of Regulations Section 1085-2) 28 U.S.C. Section 1658	4 years		

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	Leave accrual and usage records	Campus	X	X	X			29 U.S.C. Sections 201-219 Unemployment Insurance Code Section 1085 (22 California Code of Regulations Section 1085-2) 28 U.S.C. Section 1658	4 years
	Employee leave records	Campus	X	X	X			29 U.S.C. Sections 201-219 Unemployment Insurance Code Section 1085 (22 California Code of Regulations Section 1085-2) 28 U.S.C. Section 1658	4 years

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	Authorization for compensating time off	Campus	X	X	X			29 U.S.C. Sections 201-219 Unemployment Insurance Code Section 1085 (22 California Code of Regulations Section 1085-2) 28 U.S.C. Section 1658	4 years
	Authorization for extra hours/Overtime documentation (e.g., Report of Extra Hours to be Paid).	Campus	X	X	X			29 U.S.C. Sections 201-219 Unemployment Insurance Code Section 1085 (22 California Code of Regulations Section 1085-2) 28 U.S.C. Section 1658 CA Business & Profession Code Section 17208	4 years

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	Records of additions to or deductions from wages (e.g., Pay Adjustment Request, Payroll Adjustment Notice, Report of Extra Hours to be Paid, Salary Garnishment, Dock).	Campus	X	X	X			29 U.S.C. Sections 201-219 Unemployment Insurance Code Section 1085 (22 California Code of Regulations Section 1085-2) 28 U.S.C. Section 1658	4 years		
	Work schedules	Campus	X		X			29 U.S.C. Sections 201-219 Unemployment Insurance Code Section 1085 (22 California Code of Regulations Section 1085-2) 28 U.S.C. Section 1658	4 years		

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	Withholding documentation, (e.g., Employee Action Request form, Student Payroll Action Request form, Statement Concerning Your Employment in a Job Not Covered by Social Security).	Campus	X	X	X			29 U.S.C. Sections 201-219 Unemployment Insurance Code Section 1085 (22 California Code of Regulations Section 1085-2) 28 U.S.C. Section 1658	4 years		
	W-4 forms	Campus	X	X	X			Section 8.77 26 C.F.R. Sections 31.6001-1 to 31.6001-6	As long as the documents are in effect plus 4 years		
	W-2 forms returned by Post Office (can also order from the State Controller's Office).	Campus	X	X	X			Revenue and Taxation Code Section 19704	Most income tax documents should be kept for at least 6 years.		

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	Income tax records (e.g., fee waiver tax liability and domestic tax liability forms, including Nonresident Alien Employee Federal Income Tax Withholding Authorization).	Campus/ State Controller's Office		X	X			Revenue and Taxation Code Section 19704 26 C.F.R. Section 301.6501	Most income tax documents should be kept for at least 6 years. A 15-year records retention period may be necessary in cases where the Internal Revenue Service will undertake a collection action.
	Miscellaneous pay related documents (e.g., Proof of Lost or Destroyed Payroll Warrant and Request for Issuance of Duplicate Warrant, Request for Duplicate Controller's Warrant/Stop Payment, Request for University Check (State Revolving Fund), Payroll Exceptions Report).	Campus/ State Controller's Office	X		X			Miscellaneous statutes including, but not limited to, 29 U.S.C. Sections 201-219 Unemployment Insurance Code Section 1085 (22 California Code of Regulations Section 1085-2) 28 U.S.C. Section 1658	4 years

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1.19	Conflict of Interest Statements (Form 700)	Campus/ Chancellor's Office			X			Government Code Section 81009	7 years
1.20	Family Medical Leave Act (FMLA) Records	Campus	X	X	X			29 C.F.R. Section 825.500	At least 3 years from the date of the document or the event, whichever is later.
1.21	Recruitment Records - all applicants/candidates								
	A recruitment file typically includes, but is not limited to, applications (including incomplete submissions) and resumes considered for the position, employment tests, reference checks, writing samples, and advertising records, rating sheets and recommendations.	Campus	X		X			29 C.F.R. Section 1602.48	When an applicant/candidate has been solicited, recruitment documents are to be kept for 3 years from the date of the hiring decision (recruitment documents for the applicant/candidate hired should be transitioned to the Personnel File).

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1.22	Fee Waiver Records	Campus/ Chancellor's Office	X	X	X			28 U.S.C. Section 1658	5 years after completion of the classes) for which the fee was waived.
1.23	Employment Retirement Income Security Act Records (ERISA) e.g., Qualified Medical Child Support Orders.	Campus	X		X			29 U.S.C. Sections 1001-1381 29 U.S.C. Section 1059	These records should be kept at least 6 years. However, records sufficient in detail to determine benefits due, or that may become due to employees, must be held an indefinite period of time.

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1.24	Background Checks includes, but is not limited to, employment verification, education verification, reference checks, and -- ONLY AFTER A CONDITIONAL JOB OFFER HAS BEEN MADE -- criminal records checks. If job related, DEPENDING UPON THE POSITION, additional checks may include credit history checks, motor vehicle records/licensing, sex offender registry checks, and/or professional licensing/credential verification.	Campus	X		X			Equal Employment Opportunity Commission (EEOC) Regulation 29 CFR Section 1602.49.	The Background Check Records should be maintained and destroyed no later than the termination of the new hire's employment or 2 years from rejection.
1.25	Volunteer Records	Campus	X		X				3 years after the end of the fiscal year in which the specific individual no longer has any volunteer relationship with the CSU.

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Notes: * Typical documents may include a variation of standard State forms.

** Please refer to Coded Memorandum HR 2007-11 (<https://csyou.calstate.edu/Policies/HRPolicies/HR2007-11.pdf>) for further information regarding the "Internet Applicant Rule." CSU's Record Retention policy of 10 years exceeds the 2-year period required by the Office of Federal Contract Compliance Programs (OFCCP) regulations. Accordingly, these records should be retained pursuant to CSU's Record Retention policy.

• Custodian of Records

When the Custodian of Records is referenced as "Campus" it includes the Chancellor's Office acting in its "campus" capacity. When "Chancellor's Office" is referenced as the Custodian of Records, it is being referenced in its CSU systemwide capacity.

• Electronic versus Hardcopy:

Retention standards apply regardless of whether the record is created or maintained in paper or electronic format. All records must be maintained in readable format regardless of changes in technology or equipment obsolescence. Hardcopy versus Electronic. Electronic copies satisfy the law for enforceability of a transaction and as evidence in a dispute. (Per CSU General Counsel). Civil Code Sections 1633.1 et seq and Evidence Code Section 1521.

• System Data Records:

Data responsive to records identified within this Records Retention and Disposition Schedule should be retained for the period identified by each listed Record Identifier.

• In case there is a litigation hold on documents, contact your University Counsel regarding the retention period of these documents.