

<b>University Enterprises, Inc. Policies and Procedures</b>	<b>Policy No. 2030</b>
<b>Section:</b> Business Services <b>Policy:</b> Record Retention and Disposition Policy <b>Effective or Revised:</b> December 11, 2015	

## **University Enterprises, Inc. Record Retention and Disposition Policy**

### **I. PURPOSE**

The purpose of the University Enterprises, Inc. (UEI) Record Retention and Disposition Policy is to improve operational efficiency and effectiveness while at the same time ensure that legal and regulatory requirements associated with the retention and disposition of UEI records and information are met. Records and information custodians are responsible for controlling their administration in all media forms and for valuing such data in accordance with retention authority requirements. The retention and disposition of records and information are to conform to standards set forth within retention and disposition schedules issued in conjunction with CSU Executive Order 1031.

### **II. SCOPE**

This policy applies to all UEI personnel.

### **III. POLICY**

University Enterprises management will:

1. Designate record custodians for each department who will be responsible for assuring that the department is operating in compliance with the UEI records/information retention and disposition schedules.
2. Ensure that the designation of a vital record/information is consistent with UEI's business continuity plans (per Executive Order 1014).
3. Establish procedures regarding the modification of retention and disposition schedules, as needed, to incorporate records unique to each department.
4. Continue to secure records and information in accordance with applicable campus and CSU policy.
5. Ensure appropriate and timely disposal of records and information in accordance with UEI's Record Retention Guidelines including disposition schedule timeframes and record retention procedures. The campus is responsible for instituting a process for reviewing its records and information as listed on the schedules to determine if they should be destroyed or maintained. At minimum, this review should be conducted once a year.

The Executive Director or designee is responsible for implementing this policy through management guidelines.

### **IV. LAW, STATE CODES, REGULATIONS AND MANDATES**

CSU Executive Order 1031

Federal Uniform Guidance §200.333

University Records Management Policy, File #UMR15050.htm

California State Contractual Manual §3.17.2