



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

<b>Subject: Records Retention Guidelines for Employment-Related Records</b>	
<b>Department: Information Security / Safety &amp; Risk Management</b>	Reference No.:
<b>Division: Administration &amp; Finance</b>	Issue Date: <b>June 2005</b>
<b>References: Information Security Bulletin (ISB) 2005-02</b>	Revision Date: <b>NA</b>
<b>Web Links: <a href="#">CSU HR/Personnel Files 2004- 01</a> <a href="#">CSULB Information Security</a></b>	Expiration Date: <b>NA</b>

Records and information are at the core of every transaction undertaken by the University. The University collects information and maintains thousands of records in both paper and electronic formats including those which contain personal information on its faculty, staff and students including, but not limited to, name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history. Although the legitimate need for this information has been established, maintaining the information for longer than it is necessary to maintain can unnecessarily expose personal information to unauthorized access. Accordingly, the timely and appropriate disposal of records containing personal information minimizes the risk of unauthorized access to the information thereby reducing individual's exposure to identify theft and protecting the University from unnecessary litigation.

The CSU Records Retention Guidelines for Employment-Related Records has been developed by the Office of the Chancellor and provides general retention guidelines for employment related documents related to human resources, employee relations, labor relations, payroll and benefits. Every CSU campus is responsible for maintaining and retaining employment-related documents in accordance with these guidelines. Records include original or copies of paper files and any electronic files maintained in any campus department.

More detailed information is provided in CSU Technical Letter, HR/Personnel Records 2004-01 which is available at: <http://www.calstate.edu/HRAdm/memos.shtml>. Questions regarding specific records retention requirements should be directed to the campus Information Security Officer.

In accordance with the CSULB Confidential Information Security Plan, unless preservation of records is required due to litigation or reasonably anticipated litigation, records shall be destroyed within 3 months following the required period of retention.

**FORMS: NA**