



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Off-Site Storage and Disposal of Confidential Information	
Department: Information Security / Safety & Risk Management	Reference No.:
Division: Administration & Finance	Issue Date: October 2005
References: Information Security Bulletin (ISB) 2005-05	Revision Date: NA
Web Links: Financial Services Modernization Act (Gramm-Leach-Bliley Act) California Information Practices Act of 1977 CSULB Information Security	Expiration Date: NA

Federal and state laws prohibit the University from entering into contractual agreement with any third-party service provider who is not capable of maintaining appropriate safeguards for confidential information. Specifically, any agreement must include a privacy clause which requires a provider to implement appropriate measures to safeguard confidential information and to refrain from sharing any such information with any other party. Further, any agreement must require evidence that the service provider is bonded and maintains liability insurance which protects against allegations of violations of privacy rights of individuals as a result of their improper or insufficient care of the confidential information. The campus office of Procurement and Support Services has executed multi-year agreements for the off-site storage and destruction of confidential information which meet these legal requirements.

Paper and Magnetic Media Storage Services

The University has entered into a multi-year agreement with **File Keepers** to provide paper and magnetic media storage services to the campus - **Agreement Number - CSULB 2004MYR0150**.

Paper and Magnetic Media Disposal Services

The University is currently in contractual agreement with **Safe Shred** for the disposal (by shredding) of campus documents. The **Safe Shred Agreement Number** is **CSULB2004MYR000000000149**.

Departments should reference the appropriate Agreement Number on purchase orders. There is no need for departments to sign any additional **File Keepers** or **Safe Shred** Service Order Agreement, as terms and conditions are fully set forth in the multi-year Agreements.

File Keepers or **Safe Shred** may send notices to departments setting forth terms and conditions. Departments must adhere to price rates provided by **File Keepers** or **Safe Shred**; however, departments should disregard any Business Record Retention and Service Order Agreements they may receive from either service.

Further questions regarding these contractual agreements may be directed to the campus Director of Procurement, extension 54297 or Purchasing Manger, extension 58293.

FORMS: NA