# Records retention checklist (section 3.9.9)
# Information Security #6

December 5, 2011

The left column indicates whether the standard is listed in the Information Security Plan as a **M**ust or **S**hould. A justification must be written for any standard not followed in the department procedures. The justification must be approved by the IT Manager for items listed as a **S**hould and also reviewed with the IT Security Office if the item was listed as a **M**ust. The IT manager must review, sign and date, all exceptions every six months to indicate that the exception is still necessary.

| M/S | Item | Y/N |
|---|---|---|
| | 1. Data Authorities for creating and implementing campus retention schedules and procedures are: | |
| M | ❖ The Registrar for educational student records. | |
| M | ❖ The Director of the Center for Human Resources for employment information. | |
| M | ❖ The Campus Privacy Officer for medical information. | |
| M | ❖ The Controller for financial information. | |
| M | ❖ The Associate Director for Associated Students. | |
| M | ❖ The Chief Executive Officer for the Research Foundation. | |
| M | ❖ The Chief Executive Officer for Aztec Shops. | |
| M | ❖ The Chief Executive Officer and Chief Information Officer for the Campanile Foundation. | |
| M | 2. Managers are responsible for creating retention schedules for information not covered by the campus authorities, including email. | |
| | 3. A retention schedule should cover: | |
| S | ❖ Compliance with applicable local, state, and federal laws and regulations concerning information and records retention and applicable guidelines established in the CSU Office of General Counsel Records Access Manual publication. | |
| S | ❖ The period of time during which specific information and records have operational, legal, fiscal, or historical value. | |
| S | ❖ The period of time during which information and records must be stored in their primary storage location and the point in time when the records can be reasonably transferred to a secondary storage facility, destroyed, or transferred to historical archives. | |
| S | ❖ Methods and procedures of information and records storage, retrieval, disposition, and disposal to ensure compliance with information classification, legal, and operational requirements. | |
| S | 4. Management should ensure a process is created to provide physical and environmental protections and accountability for information stored on hard drives, DVDs, CDs, tapes, thumb drives, diskettes, printouts, and other media. | |