

Records Retention and Disposition

CSUSM abides by CSU Executive Order 1031, [Systemwide Records Retention and Disposition Schedules Implementation Policy](#), which outlines the implementation of the California State University (CSU) Systemwide Records/Information Retention Schedules.

The purpose of the executive order 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 CSU records/information are met.

Current schedules, per the systemwide policy, can be found at [Records/Information Retention and Disposition](#).

How to Use the Schedule

The Records Retention Schedule is the primary source of retention requirements for the records created and received by California State University San Marcos (CSUSM). It provides the legal authority for the destruction of records.

The schedule is divided into 11 categories. For each record/information listed, the schedule lists a unique record identifier, record description, the campus custodian, the retention source and authority, and retention period.

Index to CSUSM's Records Retention and Disposition Schedules:

Series	Schedule Description	Custodian(s) of Records
1.0	Personnel/Payroll	<ul style="list-style-type: none"> • Associate Vice President, Office of Human Resources & Payroll Services; <ul style="list-style-type: none"> ○ Senior Director, Human Resources; ○ Director, Payroll & HRIS
2.0	Fiscal	<ul style="list-style-type: none"> • Chief Financial Officer/Vice President, Finance & Administrative Services; <ul style="list-style-type: none"> ○ Associate Vice President, Administration; <ul style="list-style-type: none"> ▪ Director, Internal Audit; ▪ Director, FAS Administration; ○ Associate Vice President, Business and Financial Services; <ul style="list-style-type: none"> ▪ University Controller; Senior Director, Budget Office; ▪ Director, Student Financial Services; ○ Executive Director of Corporation/Associate Vice President, Business Development
3.0	Environmental Health Services	<ul style="list-style-type: none"> • Associate Vice President, Administration; <ul style="list-style-type: none"> ○ Senior Director, Safety Health & Sustainability
4.0	Student Records	<ul style="list-style-type: none"> • Vice President, Student Affairs; <ul style="list-style-type: none"> ○ Associate Vice President, Enrollment Management Services; ○ Associate Vice President, Student Academic Support Services; ○ Associate Vice President, Student Affairs;

		<ul style="list-style-type: none"> ○ Director, Athletics; ○ Associate Vice President, Student Life; ○ Associate Vice President & Dean of Students; ● Associate Vice President, Business and Financial Services <ul style="list-style-type: none"> ○ Director, Student Financial Services
5.0	Facilities	<ul style="list-style-type: none"> ● Associate Vice President, Facilities Development & Management; ● Associate Vice President, Administration; ● Associate Vice President, Campus Safety/Chief of Police, University Police
6.0	University Police	<ul style="list-style-type: none"> ● AVP Campus Safety/Chief of Police, University Police
7.0	University Advancement	<ul style="list-style-type: none"> ● Vice President, University Advancement
8.0	Academic Personnel	<ul style="list-style-type: none"> ● Associate Vice President, Faculty Affairs
9.0	Curriculum & Accreditation	<ul style="list-style-type: none"> ● Vice Provost, Planning & Academic Resources <ul style="list-style-type: none"> ○ Dean, Academic Advising & Academic Programs
10.0	Research & Sponsored Programs	<ul style="list-style-type: none"> ● Executive Director, CSUSM Corporation/Associate Vice President, Business Development; ● Dean, Office of Graduate Studies and Research ● Associate Vice President, Office of Human Resources ● Senior Director, Safety Health & Sustainability
11.0	Institutional Records	Various Divisional Areas

If any campus Custodian of Records would like to request modification of retention and disposition schedules to incorporate records unique to CSUSM, they must submit a request to the Associate Vice President, Administration, and confirm that the requested change aligns with and does not contradict the Systemwide Records Retention and Disposition Schedules Implementation Policy or any other applicable regulations.