

California State University  
**RECORDS/INFORMATION RETENTION and DISPOSITION SCHEDULE**

Record Series Identifier	Record Series Name								
8.0	ACADEMIC PERSONNEL								
Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational F - Fiscal L - Legal H - Historical V - Vital					Retention Source Authority	Retention Period
			O	F	L	H	V		
8.1	Difference-in-Pay Applications & Responses		X	X	X			28 U.S.C. Section 1658	5 years after separation from CSU
8.2	Chancellor's Doctoral Incentive Program/ Forgivable Loan Program Applications		X		X				6 years after loan repayment
8.3	Faculty Early Retirement Program Applications and Assignments		X	X	X			28 U.S.C. Section 1658	5 years after separation from CSU (as a FERP participant)
8.4	Faculty Exchange		X		X			28 U.S.C. Section 1658	5 years after separation from CSU
8.5	Faculty grant records		X	X	X			28 U.S.C. Section 2415(b)	6 years from the end of the grant
8.6	Faculty Merit Increase records		X	X	X			28 U.S.C. Section 1658	5 years after separation from CSU
8.7	Faculty non-reappointments & tenure denials		X	X	X			28 U.S.C. Section 1658	5 years after separation from CSU
8.8	Intergovernmental Personnel Act Records				X			28 U.S.C. Section 1658	5 years after separation from CSU
8.9	Pre-Retirement Reduction in Timebase Applications and Assignments		X	X	X			28 U.S.C. Section 1658	5 years after separation from CSU
8.10	Range elevation appeals			X	X			28 U.S.C. Section 1658	5 years after separation from CSU

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8.11	Retention, Tenure and Promotion Records		X		X			28 U.S.C. Section 1658	5 years after separation from CSU
8.12	Sabbatical Leave Applications & Responses		X	X	X			28 U.S.C. Section 1658	5 years after separation from CSU
8.13	Service Salary Increase records			X	X			28 U.S.C. Section 1658	5 years after separation from CSU
8.14	Student Evaluations of Teaching				X			28 U.S.C. Section 1658	5 years after separation from CSU
8.15	Summer Quarter Triad Records		X		X			28 U.S.C. Section 1658	5 years after separation from CSU
8.16	Union assigned time records		X	X	X			28 U.S.C. Section 1658	5 years after separation from CSU
8.17	Visa and permanent records				X			Public Law 106-313	10 years from the date of issuance