

FACULTY AFFAIRS MESSAGE - May 1, 2009

Re: Records Retention and Disposition Guidelines

The California State University, Chico campus is responsible for maintaining, retaining and disposing of employment-related documents in accordance with appropriate records retention and disposition schedules, as provided by CSU Executive Order 1031.

Please see the following links for more information:

- Technical Letter HR/Personnel Records 2008-01:
<http://www.calstate.edu/HRAAdm/pdf2008/TL-PR2008-01.pdf>
- Executive Order 1031 (supersedes Executive Order 1027):
<http://www.calstate.edu/EO/EO-1031.html>
- Records Retention Schedule:
<http://www.calstate.edu/recordsretention/>

Please contact our office if you have any questions.

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