

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

Record Series Identifier	Record Series Name								
9	CURRICULUM & ACCREDITATION								
Record Identifier	Record Title	Custodian of Record	Record Value: O - Operational F - Fiscal L - Legal H - Historical V - Vital					Retention Source Authority	Retention Period
			O	F	L	H	V		
<b>9.1</b>	<b>Catalogs</b>								
9.1.1	General catalog		X		X	X	CSU Practice	permanent	
9.1.2	Supplemental		X		X	X	CSU Practice	permanent	
<b>9.2</b>	<b>Class Schedules</b>								
9.2.1	Class schedule by term, final version		X			X	CSU Practice	permanent	
9.2.2	Periodic reports		X				CSU Practice	7 years	
9.2.3	APDB reports		X			X	CSU Practice	permanent	
9.2.4	FAD reports		X				CSU Practice	permanent	
<b>9.3</b>	<b>Course Related UG/GRAD/DOC</b>								
9.3.1	Proposals: new degrees programs, courses, and changes		X			X	CSU Practice	permanent	
9.3.2	Official course outline of record					X	CSU Practice	permanent	
9.3.3	Grade rosters		X		X		CSU Practice	7 years	
9.3.4	Grade books		X		X		CSU Practice	7 years	

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9.3.5	Student portfolios (culminating experience project)--held by departments.		X		X			CSU Practice	2 years
9.3.6	Certificates issued by certificate programs (credit-bearing and non-credit bearing programs)		X		X	X		CSU Practice	2 years
9.3.7	Certificates issued by departments		X		X	X		CSU Practice	2 years
<b>9.4</b>	<b>Policy Memos Affecting Program Changes</b>								
9.4.1	Evaluation approvals		X			X		CSU Practice	permanent
9.4.2	Academic authorizations		X		X	X		CSU Practice	permanent
9.4.3	Exception memos		X		X	X		CSU Practice	permanent
9.4.4	Student academic petitions		X		X			CSU Practice	10 years
9.4.5	Grade protests		X		X			CSU Practice	5 years
<b>9.5</b>	<b>Program Evaluation</b>								
9.5.1	Program Review		X			X		CSU Practice	2 review cycles
9.5.2	Outcomes Assessment		X			X		CSU Practice	2 review cycles
<b>9.6</b>	<b>Academic Calendars</b>		X	X	X	X		CSU Practice	permanent

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9.7	Master Plan (for Academic Program Plans)		X		X	X		CSU Practice	permanent
9.8	University Accreditation Materials								
9.8.1	WSCUC accreditation records		X		X	X		CSU Practice	1 review cycle
9.8.2	Department		X		X	X		CSU Practice	permanent
9.8.2	Program accreditation		X		X	X		CSU Practice	permanent
9.8.3	Records of student complaints (WSCUC Accreditation Manual, Guideline associated with Criterion for Review 1.7)		X		X	X		2013 Handbook of Accreditation Revised WSCUC	Until the next scheduled comprehensive review so as to allow the review team an opportunity to review the records, as appropriate.

**Notes:**

WASC maintains records for us:

Maintenance of Accreditation Records [§602.15(b)(1)]

The Commission maintains for each institution the reports of all accreditation teams, including the last two full accreditation or preaccreditation reviews, including on-site evaluation team reports, interim reports, special visit and fact-finding reports, and the institution's formal responses to these reports, and the letters to the institution reporting the Commission's action following each visit. In addition, the Commission shall maintain a copy of the institution's most recent self-study report (or Institutional Review), and all decisions regarding the accreditation and preaccreditation of any institution, including all correspondence that is significantly related to those decisions.