

**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	Campus	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	Campus/CO	X		X				6 years after loan repayment		
8.3	Faculty Early Retirement Program Applications and Assignments	Campus	X	X	X			28 U.S.C. Section 1658	5 years after separation from CSU (as a FERP participant)		
8.4	Faculty Exchange	Campus	X		X			28 U.S.C. Section 1658	5 years after separation from CSU		
8.5	Faculty grant records	Campus	X	X	X			28 U.S.C. Section 2415(b)	6 years from the end of the grant		
8.6	Faculty Merit Increase records	Campus	X	X	X			28 U.S.C. Section 1658	5 years after separation from CSU		
8.7	Faculty non-reappointments & tenure denials	Campus	X	X	X			28 U.S.C. Section 1658	5 years after separation from CSU		
8.8	Intergovernmental Personnel Act Records	Campus			X			28 U.S.C. Section 1658	5 years after separation from CSU		

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