

California State University, Fresno

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		
9.1	Catalogs								
9.1.1	General catalog	Catalog Office	X		X	X		CSU Practice	permanent
9.1.2	Supplemental	Catalog Office	X		X	X		CSU Practice	permanent
9.2	Class Schedules								
9.2.1	Class schedule by term, final version	Scheduling Office	X			X		CSU Practice	permanent
9.2.2	Periodic reports	Scheduling Office	X					CSU Practice	7 years
9.2.3	APDB reports	Scheduling Office	X			X		CSU Practice	permanent
9.2.4	FAD reports	Scheduling Office	X					CSU Practice	permanent
9.3	Course Related UG/GRAD/DOC								
9.3.1a	Undergraduate Proposals: new degrees programs, courses, and changes	Undergraduate Studies Office	X			X		CSU Practice	permanent
9.3.1b	Graduate Proposals: new degrees programs, courses, and changes	Graduate Studies Office	X			X		CSU Practice	permanent
9.3.2	Official course outline of record	Department Offices				X		CSU Practice	permanent
9.3.3	Grade rosters	Registrar's Office	X		X			CSU Practice	7 years

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9.3.4	Grade books	Faculty Offices	X		X			CSU Practice	7 years
9.3.5	Student portfolios (culminating experience project)--held by departments.	Faculty Offices	X		X			CSU Practice	2 years
9.3.6	Certificates issued by certificate programs (credit-bearing and non-credit bearing programs)	Department Offices	X		X	X		CSU Practice	2 years
9.3.7	Certificates issued by departments	Department Offices	X		X	X		CSU Practice	2 years
9.4	Policy Memos Affecting Program Changes								
9.4.1	Evaluation approvals	Evaluations Office	X			X		CSU Practice	permanent
9.4.2	Academic authorizations	Evaluations Office	X		X	X		CSU Practice	permanent
9.4.3	Exception memos	Evaluations Office	X		X	X		CSU Practice	permanent
9.4.4	Student academic petitions	Undergraduate Studies Office	X		X			CSU Practice	10 years
9.4.5	Grade protests	Provost's Office	X		X			CSU Practice	5 years
9.5	Program Evaluation								
9.5.1	Program Review	Associate Provost's Office	X			X		CSU Practice	2 review cycles
9.5.2	Outcomes Assessment	Associate Provost's Office	X			X		CSU Practice	2 review cycles
9.6	Academic Calendars	Undergraduate Studies Office	X	X	X	X		CSU Practice	permanent

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9.7	Master Plan (for Academic Program Plans)	Undergraduate Studies Office	X		X	X		CSU Practice	permanent
9.8	University Accreditation Materials								
9.8.1	WASC accreditation records	Associate Provost's Office	X		X	X		CSU Practice	1 review cycle
9.8.2	Department	Department's Offices	X		X	X		CSU Practice	permanent
9.8.2	Program accreditation	Individual Program Offices	X		X	X		CSU Practice	permanent
9.8.3	Records of student complaints (WASC Accreditation Manual p. 18, Guideline associated with Criterion for Review 1.7)	Student Affairs Office	X		X	X		2001 WASC Handbook of Accreditation	6 years

Notes:

WASC maintains records for us (Page 110):

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.