

RECORDS RETENTION SCHEDULE

submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION California Postsecondary Education Commission	(2) AGENCY BILLING CODE 10380	(3) PAGE 1 OF 2 PAGES
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(4) DIVISION/ BRANCH/ SECTION Policy and Federal Programs Division/Fiscal & Policy Analysis/Publication	(5) ADDRESS 770 L St. Suite 1160, Sacramento, CA 95814-3396
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CHECK THE APPROPRIATE BOX

(6) New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]

(7) Revising a previous schedule. [Complete boxes (13) –(16)] (A new approval number will be assigned.)

(8) Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 5	(10) SCHEDULE DATE 6/7/05	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 9.5
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED - 1

(17) MISSION/FUNCTIONAL STATEMENT :
The Program and Facilities Review/Fiscal and Policy Analysis Unit is responsible for carrying out many of the specific charges of the Commission delineated in Sections 66903 and 66904 of the Education Code, including the review of proposed new academic facilities and programs, recommendations on the need for and proposed location of new campuses and off-campus centers, development and update of long-range plans for postsecondary education, and identification of potential barriers to student access and success. This unit also has primary responsibility for preparing reports and agendas for publication, as well as making it available on the CPEC website.

PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. **For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.**

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Marc C. Irish	(19) TITLE Assistant Director	(20) PHONE NUMBER (916) 322-8022	(21) DATE SIGNED
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE- RECORDS MGMT. ANALYST	(23) CLASSIFICATION Fiscal Officer	(24) NAME (Printed or Typed) Ailene Nishida	(25) PHONE NUMBER (916) 322-8016	(26) DATE SIGNED
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE –CalRIM CONSULTANT	(28) APPROVAL NUMBER 05-106	(29) DATE SIGNED 6/22/2005	(30) EXPIRATION DATE 6/22/2010
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

<p>THE ATTACHED RECORDS RETENTION SCHEDULE:</p> <p>(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives</p> <p>(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)</p>	<p>FOR ARCHIVES' STAMP</p> 
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sydney Bailey, Archivist	(34) DATE SIGNED June 30, 2005

05-106

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1	.50		AB 1783 Cross Enrollment 2003 ; Title IX <i>Compliance Study 2003</i>	P		4			4		Destroy after 4 years
2	.50	NOTIFY ARCHIVES	Master Reports on Commission/Committee Meetings	P		10		5	15		Destroy after 15 years
3	1	NOTIFY ARCHIVES	CPEC Report #04-03 (Background Material) for Accreditation vs. State Approval	P		1		3	4		Destroy after 4 years
4	7.5	NOTIFY ARCHIVES	Faculty Salaries background; Staff agenda copies; Private Postsecondary background relating to CA. Postsecondary Education Commission; Background information on Higher Education; Annual Executive Compensation Reports	P		Current +5			Current +5		Current until procedures are revised. Retain additional 5 years; then destroy
5		NOTIFY ARCHIVES	Organization for the Agenda Process; Executive Compensation Reports; Faculty Salaries Information; Staff agenda copies; Private Postsecondary Education background	M		10			10		Destroy after 10 years
6		NOTIFY ARCHIVES	Electronic copies of agenda and CPEC final reports; Database for contact management and Legislative information; Commissioner's Handbook; Templates of agenda, reports, letterhead, memo, etc.	M		Current +5			Current +5		Current until procedures are revised or rescinded. Retain additional 5 years; then destroy
	<i>Total Cubic Feet:</i> 9.5										

* Provide total of office and departmental