GUIDELINES FOR RECORDS RETENTION

Upon separation from SDSU (retirement, resignation, ending FERP, etc.), a faculty member may request a copy of his or her Personnel Action File (PAF). A form for this purpose can be found on the web site of the Office of Faculty Advancement: http://fa.sdsu.edu/paf.html, click on PAF Request for Copy Upon Separation.

Pursuant to Executive Order No. 1031 (revision of Executive Order 1027), the PAF shall be destroyed five years after separation. This applies to all official PAFs; lecturer PAFs held in department/schools and colleges; PAFs for tenure-track faculty and any lecturer files held in the Office of Faculty Advancement. If departments/school and/or colleges maintain duplicate PAFs, those files should also be purged five years after separation.

The Office of Faculty Advancement shall retain general files containing information needed for operational and historical value, such as logs and lists pertaining to reappointment, tenure and promotion; salary programs; leaves, etc. General files may also be archived in colleges, SDSU Research Foundation, Graduate and Research Affairs, Office of International Programs, and Analytical Studies & Institutional Research.

Files pertaining to grievances and litigation shall be retained for five years after separation or the resolution of the dispute, whichever is longer.

Departments/schools and colleges shall also purge files on a yearly basis of duplicate personnel material (i.e., material that is contained in the official PAF) pertaining to separated faculty members.

Departments/schools and colleges shall, to the best of their ability, identify the PAFs of lecturers who have not been employed in at least five years, and are unlikely ever again to be employed by the departments/schools or college. The departments/schools or college shall destroy those PAFs as required by E.O. 1031. Files must be shredded either by the departments/schools or college or by a professional service. The Office of Faculty Advancement shall remind departments/schools of this requirement on a yearly basis.

Search files shall be retained for three years after the conclusion of the search. If the search for a tenure-track position resulted in the hiring of an international scholar, all search files (including all applications submitted) must be retained from the time of selection, for a period of five years, following submission of the Labor Certification application. The Labor Certification application process must be completed within 18 months of the job offer.

For student evaluations the WebPortal database server is considered an extension of the PAF for the purpose of housing them. Departments/schools may print out copies of evaluations and keep them in PAFs or secure department/school general files. For tenure-track faculty, student evaluations should be retained in the PAF (or extension thereof) until a final decision on tenure or promotion has been made or until the next
post-tenure review. For lecturers, student evaluations should be maintained in the PAF (or extension thereof) for six years until the establishment of a three-year contract, and then for at least three years until the issuance of subsequent contracts. Any student evaluations kept in general files should be destroyed when destroying the PAF.