



Mission Valley
Enterprises

TITLE **RECORDS RETENTION AND DISPOSITION POLICY**

General Description

The purpose of this policy statement is to establish the procedures surrounding records retention and disposition for SDSU Mission Valley Enterprises.

Policy Statement:

SDSU Mission Valley Enterprises will follow the applicable sections of the California State University Records Retention and Disposition Schedules as currently outlined in Executive Order 1031, which may be updated from time to time. The policy is to retain all records based on the CSU's Systemwide Records Retention Schedules to ensure compliance with legal and regulatory requirements while implementing appropriate operational best practices.

The policy can be found on CSU Policy Stat at:
<https://calstate.policystat.com/policy/19783932/latest>