

Record Series Identifier	Record Series Name			
4.0	CAPITAL PLANNING, CONSTRUCTION AND FACILITIES MANAGEMENT			
Record Identifier	Record Title	Custodian of Record	Retention Source of Authority	Retention/Destruction Period
4.1	Architecture & Engineering			
	Project Design & Architectural agreements, amendments, extra services		SUAM Section XII 9832 ; Latent Defects - "CA CCP 337.15"	10 years following issuance of Notice of Completion (of project); Latent Defects
	Other project design agreements		SUAM Section XII 9832 ; Latent Defects - "CA CCP 337.15"	10 years following issuance of Notice of Completion (of project)
4.2	Construction Management			
	Contract Documents [includes construction documents]		SUAM Section XII 9832	10 years following issuance of Notice of Completion (of project)
	Other construction agreements		SUAM Section XII 9832	10 years following issuance of Notice of Completion (of project)
	AS-BUILTS and Operating & Maintenance Manuals		CSU Practice	For the life of the building, facility, or system
4.3	Land Use Planning			

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	Easements	Chancellor's Office / CPDC	CSU Practice	Forever while owned by the CSU
	Supporting correspondence to easements	Chancellor's Office / CPDC	CSU Practice	Forever while owned by the CSU
	Deeds, title policy, PWB resolution authorizing the acquisition; transfer of jurisdiction from DGS to CSU	Chancellor's Office / CPDC	CSU Practice	Forever while owned by the CSU
4.4	Environmental Planning			
	CEQA Documents	Chancellor's Office / CPDC	PRC 21080.5(g) and Section 15075(f) of CEQA guidelines in CCR title 14, Ch. 3; title 14, Ch. 3, Art. 8 (time limits),	Five years after BOT approval
4.5	Energy			
	Contracts (All)		CSU Practice	10 years from 'Effective Date' or Start Date Originals held by CS&P

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	Monthly energy reports		CSU Practice	Electronically forever while owned by CSU
	Energy Efficiency Partnership Agreement (06/08)	Chancellor's Office / CPDC	Partnership Agreement	10 years From 'Contract End Date' as determined by CPUC Ruling
	Energy Efficiency Partnership 06/08 Project Files	Chancellor's Office / CPDC	Partnership Agreement	10 years From 'Contract End Date' as determined by CPUC Ruling
	Energy Efficiency Partnership Agreement (04/05)	Chancellor's Office / CPDC	Partnership Agreement	10 years From 'Contract End Date' as determined by CPUC Ruling
	Energy Efficiency Partnership 04/05 Project Files	Chancellor's Office / CPDC	Partnership Agreement	10 years From 'Contract End Date' as determined by CPUC Ruling
4.6	Utilities			
	Utility bills		Public Utilities Commission	10 years
4.7	Federal Disaster Assistance			

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	Federal Disaster Assistance records		OMB A133; 44CFR 14.1, 14.2 and 206, 207(c); Stafford Act 318 and 705 See also: FEMA 322 "Public Assistance Guide" and FEMA Policy Digest	3 years <u>after</u> date of OES letter transmitting FEMA's letter stating project is " <u>Closed</u> ", OES letter will state the records are to be kept 3 years and that the Applicant (i.e. campus) is subject to audit during that time.
	As-Builts associated with repairs and/or changes made with federal disaster assistance funds		CSU Practice	For the life of the building or facility
	Federal EPA, State CEQA, Costal Community, etc. documents associated with Federal Disaster Assistance		See CEQA above	See CEQA above
4.8	Vehicle Records			
	Vehicle Acquisition - Includes requisitions leases, purchase orders, contracts, quotes		Ed Code 89048 / CSU Policy #207 (Contracting and Procurement Model)	5 years from the closing of the vehicle purchase file

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	Vehicle Maintenance Records - Includes campus and external maintenance, vehicle inspection, equipment modification and accessory purchases		Ed Code 89031.5	7 years after disposal of vehicle
	Vehicle Operations Records - Includes trip logs, mileage logs, driver approvals, driver usage logs, accident and incident records		Vehicle Code 24007	7 years after disposal of vehicle
	Vehicle Disposition - Includes transfer documents, notices to state, sales records, survey records		Ed Code 89048 / CSU Policy #601 / 603 (Contracting and Procurement Model)	7 years after disposal of vehicle