

CSULA Faculty Archives Procedure

Retiring and separating faculty with 5 or more years of service

- Within 30 days of retirement or completion of a final FERP service each faculty member will do the following:
 - Review their official “Personnel Action File”.
 - Stamp any documents in it they do not wish to be transferred to the University Faculty Archive “DO NOT ARCHIVE”.
 - Complete, sign and submit to their dean’s office a *FACULTY ARCHIVES AGREEMENT*.

Retired and separated faculty with 5 or more years of service

- At any time after retiring until 5 years have elapsed and the file has been destroyed may:
 - Come to Campus and do the same process as retiring faculty above.
 - Appoint a designee in writing to do the same process as retiring faculty above.

College Deans’ Office

- Will remind faculty leaving after 5 or more years of service in writing of the faculty policy to complete the process and sign off it is completed on the *CSULA SEPARATION FORM*.
- Will mark the *CSULA SEPARATION FORM* “NA” for faculty separating in less than 5 years.
- Will arrange for faculty to do this process and provide the necessary stamp and forms.
- Will send a reminder to do this process or designate someone to do it to the last known address of faculty who separated or retired without completing one.
- Will contact spouse or executor of deceased faculty to authorize the archiving process when appropriate.
- Will place the completed *FACULTY ARCHIVES AGREEMENT* and a *FACULTY ARCHIVE TRACKING FORM* in the faculty member’s file.
- At the end of the five-year retention period will destroy any materials marked “DO NOT ARCHIVE” and then transfer the processed file with a completed agreement and tracking form to the University Library Archives.

Human Resources Management

- Will include a space for *FACULTY ARCHIVES AGREEMENT* completed on *CSULA SEPARATION FORM*.
- Will confirm this space marked “NA” or “Yes” on *CSULA SEPARATION FORM* submitted by faculty member.

The University Library

- Will review all files transferred by colleges for proper processing and documents then sign acceptance of the documents.
- Maintain the files in the University Library Archives in accordance with the Policy.
- Maintain a public listing of the names of faculty whose files are available.
- Provide scholars and researchers access to the archived faculty files in accordance with special collections guidelines.