



## MATERIALS MANAGEMENT ARCHIVAL STORAGE REQUEST

Materials Management: (760) 750-4539

### PROCESS

1. Upon receipt of form, Materials Management will contact requesting department to arrange for pick-up.
2. Requesting department is responsible for the proper labeling of archive boxes, including: destruction date, department, contact person and contents of each box. Requests that lack required information must be resubmitted. *NOTE- Only letter-size bankers boxes are acceptable for archive record storage.*
3. When destruction dates are reached, Materials Management will store records until a sufficient amount of boxes, warrant vendor contracted disposal services. Recyclable archives will be disposed of as appropriate.
4. Data Classification Levels must be noted on this form. **Please see instructions on the back of this form.**
5. A new form is required for boxes with a different destruction month/year designated.

### DEPARTMENT INFORMATION

### INSTRUCTIONS

|                              |   |
|------------------------------|---|
| <b>Department:</b>           | <b>Today's Date</b>   |
| <b>Contact Person:</b>       | <b>Check One:</b><br><input type="checkbox"/> Shred Documents<br><input type="checkbox"/> Recycle Documents |
| <b>Extension:</b> (760) 750- |   |
| <b>Pick-Up Location:</b>     |   |

### DESTRUCTION DESCRIPTION

| Destruction Date:    | Box # | CONTENTS<br>Data Classification Level (see reverse for definitions)<br>Level 1:Confidential    Level 2:Internal Use    Level 3:Public | MUST SELECT ONE          |                          |                          |
|----------------------|-------|---|--------------------------|--------------------------|--------------------------|
|                      |       |   | 1                        | 2                        | 3                        |
|                      |       |   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>No. of Boxes:</b> |       |   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                      |       |   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                      |       |   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                      |       |   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### AUTHORIZATION

|  |                          |
|--|--------------------------|
| <b>Chargeback Code</b>                   |                          |
| <b>Approving Authority Printed Name:</b> |                          |
| <b>Approving Authority Signature:</b>    | <input type="checkbox"/> |

## **Data Classification Level Definitions:**

For CSUSM's Data Classification Standards and examples, please refer to the following document: <http://www.csusm.edu/iits/security/pdf/data-classification-standards.pdf>

### **Level 1 Confidential**

Confidential Information is information maintained by the University that is exempt from disclosure under the provisions of the California Public Records Act or other applicable state or federal laws. Confidential information is information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to the CSU, its students, employees, or customers. Financial loss, damage to the CSU's reputation, and legal action could occur. Level 1 information is intended solely for use within the CSU and limited to those with a "business need-to know." Statutes, regulations, other legal obligations or mandates protect much of this information. Disclosure of Level 1 information to persons outside of the University is governed by specific standards and controls designed to protect the information.

### **Level 2 Internal Use**

Internal use information is information which must be protected due to proprietary, ethical, or privacy considerations. Although not specifically protected by statute, regulations, or other legal obligations or mandates, unauthorized use, access, disclosure, acquisition, modification, loss, or deletion of information at this level could cause financial loss, damage to the CSU's reputation, violate an individual's privacy rights, or make legal action necessary. Non-directory educational information may not be released except under certain prescribed conditions.

### **Level 3 Public**

This is information that is generally regarded as publicly available. Information at this level is either explicitly defined as public information or intended to be available to individuals both on and off campus or not specifically classified elsewhere in this standard. Knowledge of this information does not expose the CSU to financial loss or jeopardize the security of the CSU's information assets. Level 3 information may be subject to appropriate campus review or disclosure procedures to mitigate potential risks of inappropriate disclosure. Publicly available data may still be subject to appropriate campus review or disclosure procedures to mitigate potential risks of inappropriate disclosure.