



OFFICE OF THE VICE PRESIDENT AND
CHIEF INFORMATION OFFICER
Information Technology Services

OFFICE OF THE PRESIDENT
1111 Franklin Street, 7th Floor
Oakland, California 94607-5200

December 16, 2020

VICE CHANCELLORS – ADMINISTRATION

Re: Retention of COVID-19 Related Administrative Records

Given the volume of records being created at UC with respect to COVID-19, and questions about their required retention periods, the [UC Records Management Committee](#) recently developed guidance for use by UC personnel.

The resource is a “crosswalk” between various COVID-19 related records being created and the [University of California Records Retention Schedule](#). The schedule covers only administrative records, not individual patient records. The crosswalk identifies, for COVID-19 related records, the existing administrative records categories and retention periods in the schedule. The [crosswalk](#) is attached and is posted on the [systemwide records management website](#).

The Records Management Committee hopes the crosswalk will help UC personnel follow legal requirements and data privacy standards with respect to retention of COVID-19 related records. The committee developed the crosswalk after careful examination of the retention schedule, conversations with UC Legal, and discussions with campus personnel about the COVID-19 related records they are creating or collecting. The crosswalk will be updated as necessary.

Any questions about the COVID-19 records crosswalk should be directed to your campus [Records Management Coordinator](#).

Sincerely,

Handwritten signature of Mark Cianca in blue ink.

Mark Cianca
Interim Vice President and Chief Information Officer

Attachment: COVID-19 Related Records: Crosswalk with the UC Records Retention Schedule

cc: Members, University Records Management Committee