



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

March 21, 2014

VICE CHANCELLORS – ADMINISTRATION

RE: Updates to the UC Records Retention Schedule

Dear Colleagues:

I would like to advise you of the most recent set of updates to the University of California Records Retention Schedule (<http://recordsretention.ucop.edu/>). Retention periods for records pertaining to the following subject areas were updated by the University Records Management Committee to reflect new legal requirements, evolving business practices, and current data privacy standards.

- **Capital resources** – published November 8, 2013
- **Public safety** – published November 8, 2013
- **Information technology (IT)** – published March 5, 2014.

These retention periods are immediately effective upon the date of publication and supersede retention periods for any corresponding records in the prior schedule.

This update is a continuation of the major revision of the schedule, which Executive Vice President Brostrom announced on August 1, 2013. (See http://www.ucop.edu/information-technology-services/_files/records-retention-schedule-080113.pdf).

Any questions about records retention or the schedule update project should be directed to the appropriate campus Records Management Coordinator (<http://www.ucop.edu/information-technology-services/initiatives/records-management/records-management-committee.html>).

Sincerely,

Tom Andriola
Vice President and Chief Information Officer
Information Technology Services

cc: Members, University Records Management Committee