



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

April 12, 2017

VICE CHANCELLORS – ADMINISTRATION

Re: Updates to the UC Records Retention Schedule

The University of California Records Management Committee is conducting an initiative, in consultation with subject matter experts across the university, to update the University of California Records Retention Schedule (<http://recordsretention.ucop.edu/>). The schedule revision project was announced on August 1, 2013, by Executive Vice President Brostrom. (See <http://www.ucop.edu/information-technology-services/files/records-retention-schedule-080113.pdf>). The updated schedule reflects new legal requirements, evolving business practices, and current data privacy standards.

The list of updated subject areas follows, with the most recently published areas being Intellectual Property and Risk Management.

- **Academic Records** – published September 19, 2014
- **Capital Resources Records** – published November 8, 2013
- **Compliance Records** – published August 1, 2013
- **Financial and Procurement Records** – published August 1, 2013
- **General Routine Office Transitory Records** – published August 1, 2013
- **Human Resources Records** – published August 1, 2013
- **Information Technology Records** – published March 5, 2014
- **Intellectual Property Records** – published February 15, 2017
- **Payroll and Benefits Records** – published August 1, 2013
- **Program Administration Records** – published August 1, 2013
- **Public Safety Records** – published November 8, 2013
- **Research Administration Records** – published November 19, 2015
- **Risk Management Records** – published February 15, 2017
- **Students Records:**
 - Sections A-G – published September 19, 2014
 - Section H (Reasonable Accommodations) – published November 17, 2015

Major subject areas still in the process of being updated include Environment, Health and Safety; Academic Personnel; Budget; and Library Administration Records.

Retention periods are immediately effective upon the date of publication and supersede retention periods for any corresponding records in the prior schedule. Prior memos announcing the publication of retention periods are posted on the retention schedule site under the heading Announcements: <http://recordsretention.ucop.edu/>.

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>) or to Records Manager Laurie Sletten in my office at Laurie.Sletten@ucop.edu or (510) 987-0411.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Andriola', written in a cursive style.

Tom Andriola
Vice President and UC Chief Information Officer

cc: Members, University Records Management Committee