



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

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

June 11, 2019

VICE CHANCELLORS – ADMINISTRATION

Re: Updates to the UC Records Retention Schedule

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.

- **EH&S – Ergonomics** – published November 14, 2018
- **EH&S – Controlled Substances Program Records** – published November 14, 2018
- **EH&S – Biological Safety Records** – published March 11, 2019
- **Academic Personnel Records** – published May 27, 2019.

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 then 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,

A handwritten signature in black ink, appearing to read 'Tom Andriola'.

Tom Andriola  
Vice President and Chief Information Officer

cc: Members, University Records Management Committee