



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

July 30, 2020

VICE CHANCELLORS – ADMINISTRATION

Re: Updates to the UC Records Retention Schedule

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

- **Compliance – Export Control Records** – published March 31, 2020
- **EH&S – Scientific Boat Safety Records** – published March 31, 2020
- **EH&S – Scientific Diving Safety Records** – published March 31, 2020
- **Library Administration Records** – published May 4, 2020
- **Payroll/Personnel Legacy Systems** – published July 1, 2020

These retention periods are effective upon the date of publication and supersede retention periods for corresponding records in the prior schedule. Please distribute this information with your campus community.

Presidential policy, “RMP 1 – University Records Management Program,” (<https://policy.ucop.edu/doc/7020453/BFB-RMP-1>) charges the RMC with maintaining the UC Records Retention Schedule. The committee consults broadly with university subject matter experts and legal counsel to establish retention periods. Please direct any questions about records retention and management to your local Records Management Coordinator (<http://www.ucop.edu/information-technology-services/initiatives/records-management/records-management-committee.html>).

Sincerely,

A handwritten signature in blue ink that reads "Mark A. Cianca".

Mark Cianca
Interim Vice President and Chief Information Officer

cc: Members, University Records Management Committee