



EXECUTIVE VICE PRESIDENT –
BUSINESS OPERATIONS

OFFICE OF THE PRESIDENT
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200
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August 1, 2013

CHANCELLORS

RE: Updated UC Records Retention Schedule

Dear Colleagues:

I am pleased to announce that the University Records Management Committee (RMC) is publishing, effective August 1, 2013, an extensive update to the existing systemwide UC Records Retention Schedule. The updated sections of the schedule reflect new legal requirements, evolving business practices, and current data privacy standards, and also acknowledge the increasing use of technology for records management. Adherence to the schedule will help UC personnel reduce risk, manage costs, and increase administrative efficiency.

The schedule is available online at <http://recordsretention.ucop.edu/> and includes updated retention periods for the following records:

- compliance records,
- financial and procurement records,
- general routine office transitory records,
- human resources records,
- payroll and benefits records, and
- program administration records.

Additional sections of the schedule will be updated over the next year.

The retention periods apply systemwide and have been established by the RMC through extensive collaboration with functional area experts at the campuses and the Office of the President, as well as the Office of the General Counsel. Maintenance of the schedule is an ongoing process, with retention periods revised as necessitated by law and evolving business practices. For additional information visit the records management website at <http://www.ucop.edu/information-technology-services/initiatives/records-management/index.html>.

Please share this announcement with your campus communities. Questions about the schedule or records management practices at your campus should be directed to your campus Records Management Coordinator (<http://www.ucop.edu/information-technology-services/initiatives/records-management/records-management-committee.html>).

I would like to thank each location for contributing to the schedule update project and supporting good records management practices at the University.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan Brostrom". The signature is fluid and cursive, with the first name "Nathan" written in a larger, more prominent script than the last name "Brostrom".

Nathan Brostrom
Executive Vice President

cc: President Yudof
Vice Chancellors for Administration
Members, University Records Management Committee