UC Records Retention Schedule
UC’s retention schedule is at: http://recordsretention.ucop.edu/
Some things to know about the schedule

About the Schedule

Knowing what records to keep and for how long is challenging. A records retention schedule defines the period of time that records should be retained and when they should be destroyed. Various requirements based in law and university policy govern the retention of administrative records. A retention schedule is critical for promoting responsible records management, mitigating risk, and ensuring consistent compliance across UC. The University Records Management Committee (RMC) is charged with developing and maintaining the universitywide records retention schedule. To gain an understanding on how to use the schedule, review this webinar. Questions regarding the schedule should be directed to the appropriate campus Records Management Coordinator.

It is important for all members of the University community to adhere to the retention periods in the schedule (except in the cases of a records hold). The schedule serves as the lawful authorization for the disposition of records; consequences of not following the schedule may include court-imposed legal sanctions.

Schedule update project
The RMC currently is conducting a systemwide project to update the records retention schedule. See Schedule Update Project for more information.

Records included in the schedule
Per University policy, RMP-1, “University Records Management Program,” and except as superseded by federal laws and regulations, and university contracts, the retention schedule applies to all administrative records, regardless of their medium, owned by the

- University of California campuses and the Office of the President,
- University of California health sciences centers, and
- Department of Energy laboratories managed by the University of California.

The schedule does not apply to

- Administrative records held by the Principal Officers of The Regents,
- Teaching and research records (e.g., library materials, faculty research and teaching materials, student examinations), or
- Records pertaining to individual patient care (medical records).

Records held
If pending, foreseeable, or ongoing litigation; an investigation; or an ongoing audit pertaining to the records is taking place, the records cannot be destroyed until those actions have been completed or resolved. For information about records holds, contact your campus records management coordinator.

Appreciation goes to the University of Denver, the National Historical Publications and Records Commission, and Harvard University for their free, open-source, web-based software tool, which UC enhanced to use for managing and distributing the UC records retention schedule. See http://library1.du.edu/site/aboutJUMP/recordsAuthority.php and http://code.google.com/p/records-authority/ for more information.
How to use the schedule, navigating around
You will see all items in the schedule

<table>
<thead>
<tr>
<th>Records Code</th>
<th>Function</th>
<th>Function Description</th>
<th>Category</th>
<th>Category Description</th>
<th>Sub-Category Title</th>
<th>Keywords</th>
<th>Retention Period</th>
<th>Retention Rule</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001*</td>
<td>01</td>
<td>General Routine Office Transitory Records</td>
<td>Transitory records document routine general office activities. In this context the word &quot;routine&quot; more...</td>
<td>1. General Routine Office Transitory Records</td>
<td></td>
<td>routine internal reports, routine internal reviews, routine Internal plans, letters, more...</td>
<td>Official Record: Retain records for no longer than one year after their administrative use more...</td>
<td>Delete or destroy after the retention period has lapsed</td>
<td>View</td>
</tr>
<tr>
<td>0002A*</td>
<td>02</td>
<td>Program Administration Records</td>
<td>Program administration records document the activities involved in managing and/or running the more...</td>
<td>A. Program administration records of enduring historical value are those significant records that more...</td>
<td></td>
<td>academic plans, long range development plans, Physical Design Frameworks, policy, more...</td>
<td>Official Record: Permanent, Subject to University Archives review. Coordinate the transfer of more...</td>
<td>Permanent records</td>
<td>View</td>
</tr>
<tr>
<td>0002B*</td>
<td>02</td>
<td>Program Administration Records</td>
<td>Program administration records document the activities involved in managing and/or running the more...</td>
<td>B. Operational program administration records</td>
<td></td>
<td>letters, acknowledgements, memos, notes, transmittals, e-mail messages, demonstrate more...</td>
<td>Official Record: Retain records 5 years after the end of the fiscal year in which the records are more...</td>
<td>Delete or destroy after the retention period has lapsed</td>
<td>View</td>
</tr>
</tbody>
</table>
Browsing the schedule

Click on the category or categories you want. Click on Search.
Type in keyword, then click on Search

SEARCH THE SCHEDULE

BROWSE THE SCHEDULE
Browse by Category

ACCESS THE FULL SCHEDULE
Full Schedule
Print Full Schedule

RESOURCES
Retention Schedule FAQs (PDF)
Retention Schedule Glossary (PDF)
Contact
Home

SEARCH THE SCHEDULE
travel

BROWSE THE SCHEDULE
Browse by Category

ACCESS THE FULL SCHEDULE
Full Schedule
Print Full Schedule

Retention Schedule FAQs (PDF)
Retention Schedule Glossary (PDF)
Search Results:
The items from the pending schedule that have not been superseded are in this database.
New items have a letter identifier.

5 records found for "trav..."

<table>
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<tr>
<th>Records Code</th>
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<tr>
<td>0001*</td>
<td>1. General Routine Office Transitory Records</td>
<td>Transitory records document routine general office activities. In this context the word &quot;routine&quot; more...</td>
<td>Transitory records document routine general office activities. In this context the word &quot;routine&quot; more...</td>
<td>routine internal reports, routine internal reviews, routine internal plans, letters, more...</td>
<td>Official Record: Retain records for no longer than one year after their administrative use more...</td>
<td>Details or destroy after the retention period has lapsed</td>
<td>View</td>
</tr>
<tr>
<td>0004A*</td>
<td>4. Human Resources Records</td>
<td>Human Resources Records document the human resources processes and activities of the University. More...</td>
<td>Pre-employment and Recruitment Records document the activities surrounding the selection processes more...</td>
<td>Pre-employment, Recruitment Records, search records, selection records, more...</td>
<td>Official Record: Retain records for 4 years after the end of the fiscal year in which the specific more...</td>
<td>Details or destroy after the retention period has lapsed</td>
<td>View</td>
</tr>
<tr>
<td>0005A1*</td>
<td>5. Financial and Procurement Records</td>
<td>These are records that document the financial and procurement activities of the University. More...</td>
<td>Accounts Payable,Receivable, Procurement and Banking/Cash Handling Records document the payment of more...</td>
<td>Accounts Payable, Accounts Receivable, Procurement, Banking, Cash Handling Records document the payment of more...</td>
<td>Official Record: Retain records for 6 years after the expiration of the sponsored more...</td>
<td>Details or destroy after the retention period has lapsed</td>
<td>View</td>
</tr>
<tr>
<td>0005A2*</td>
<td>5. Financial and Procurement Records</td>
<td>These are records that document the financial and procurement activities of the University. More...</td>
<td>Accounts Payable,Receivable, Procurement and Banking/Cash Handling Records document the payment of more...</td>
<td>Accounts Payable, Accounts Receivable, Procurement, Banking, Cash Handling Records document the payment of more...</td>
<td>Official Record: Retain records for 5 years after the end of the fiscal year in which the board more...</td>
<td>Details or destroy after the retention period has lapsed</td>
<td>View</td>
</tr>
<tr>
<td>0005A3*</td>
<td>5. Financial and Procurement Records</td>
<td>These are records that document the financial and procurement activities of the University. More...</td>
<td>Accounts Payable,Receivable, Procurement and Banking/Cash Handling Records document the payment of more...</td>
<td>Accounts Payable, Accounts Receivable, Procurement, Banking, Cash Handling Records document the payment of more...</td>
<td>Official Record: Retain records for 4 years after the fiscal year in which all activity more...</td>
<td>Details or destroy after the retention period has lapsed</td>
<td>View</td>
</tr>
</tbody>
</table>
Let’s discuss these columns

**Records Code** – This helps you identify what you are looking at when talking with someone else. Updated items end with *.  

**Function** – This is the broad category or batch for updated items.

**Function Description** – This provides you with a description of the function/batch.
And these columns

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. General Routine Office Records</td>
<td>Transitory records document routine general office activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In this context the word &quot;routine&quot; more...</td>
<td></td>
</tr>
<tr>
<td>A. Pre-employment and Recruitment Records</td>
<td>Pre-employment and Recruitment Records document the activities surrounding the selection processes more...</td>
<td></td>
</tr>
<tr>
<td>A. Accounts Payable/Receivable Procurement</td>
<td>Accounts Payable/Receivable Procurement used as supporting</td>
<td></td>
</tr>
</tbody>
</table>

**Category** – For updated items, this drills down into the batch to a sub-function.

**Category Description** – For updated items, this describes the sub-function.

**Sub-Category Title** – When needed, this drills down into the sub-function to the specific records.
And finally, these columns

<table>
<thead>
<tr>
<th>Retention Period</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Retention Period</strong> – This gives the retention period for the official record and all other copies.</td>
<td><strong>Comments</strong> – This provides you with more detail about the records, the justification for the retention, whether they are confidential, vital or any other requirements.</td>
</tr>
</tbody>
</table>

**Official Record:**
- Retain records for no longer than one year after their administrative use.
- Retain records 4 years after the end of the fiscal year.
### Function:
1. **General Routine Office Transitory Records**

### Function Description:
Transitory records document routine general office activities. In this context the word 'routine' means activities related to the typical internal operation of an office, including: staffing, administrative procedures, systems, and communications. They do not serve as documentation of the establishment of unique programs, functions, units, or a campus, nor record fiscal obligations to demonstrate accountability or document important historical decisions of the University.

### Category:
1. **General Routine Office Transitory Records**

### Category Description:
Transitory records document routine general office activities. In this context the word 'routine' means activities related to the typical internal operation of an office, including: staffing, administrative procedures, systems, and communications. They do not serve as documentation of the establishment of unique programs, functions, units, or a campus, nor record fiscal obligations to demonstrate accountability or document important historical decisions of the University. Transitory records, found in all formats (paper, electronic, or otherwise) may include but are not limited to:
- Internal information records, such as office and travel schedules, memoranda, and routine internal reports, reviews and plans, used to disseminate information or for other administrative purposes;
- Ordinary, commonplace communications found in letters, acknowledgements, memos, notes, postcards, transmittals, voice-mail messages, e-mail messages and other routine messages, regardless of media;
- Office support records, such as procedures to operate routine office equipment (e.g., phones, fax machines, photocopiers, and logs and internal requests for the use of office/facilities space and equipment);
- Administrative committees' members' records when the member is not the official record keeper for the committee;
- Unsolicited job applications and resumes;
- Documentation of the day-to-day administration and training of office personnel;
Click on the comments hyper-link – get the comments

| Record Code: | 0001*
| Functional Category: | 1. General Routine Office Transitory Records
| Comments: |

Records created from scanned source documents must be verified and documented as accurate following the imaging process. Thereafter, the source records may be destroyed unless prohibited by law or agency regulations. The created records must be retained in a proper recordkeeping system for their retention period. The documentation of the scanning process is not a transitory record and must be retained for as long as the converted record is retained.

Some agencies have very specific requirements for retaining source documents and for how imaging must be done. These agencies include but are not limited to FAR, IRS, FDA, and DHS. If required by law or agency regulations, source documents must be kept, even after having been scanned, for example wet-signature promissory notes, oaths, patents, etc. If records governed by an agency are scanned, agency requirements for imaging processes must be met.

A proper recordkeeping system is one that meets University of California standards for assuring the records are authentic and will retain their integrity, availability, and confidentiality for their lifecycle. Proper recordkeeping includes the collection, organization, and categorization of records to facilitate their preservation, retrieval, use, and disposition, allowing records to be:
+ grouped with related records into classifications according to operational needs,
+ retrieved easily and in a timely manner,
+ retained in a usable format for the required retention period found in an approved records retention schedule, on-going investigation or legal action,
+ accessed by individuals who have a need for the records found within the system,
+ secured from inappropriate access when the records contain personally identifiable information, restricted or confidential information,
+ protected from inappropriate dissemination, modification or destruction,
Click on the comments hyper-link – get the comments

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<tbody>
<tr>
<td>0006C*</td>
<td>6. Compliance</td>
<td>Records</td>
<td>C. Compliance Certification Records</td>
<td>Compliance Certification Records</td>
<td></td>
<td>Compliance Certification Records, conformity, Child Abuse and</td>
<td>Official Record: Retain records until superseded or 5 years after the end of the</td>
<td>Delete or destroy after the retention period has lapsed</td>
<td></td>
</tr>
</tbody>
</table>

Record Code:
0006C*

Functional Category:
6. Compliance Records

Comments:
47 CFR § 14.31
2013-09-24 08:46:53

Records that document a requirement has been met enhance accountability and aid compliance auditing in a decentralized environment.
2013-09-24 08:47:06

This is a media neutral retention schedule.
2013-09-24 08:47:22
If you have questions, contact your local Records Management Coordinator:
http://www.ucop.edu/information-technology-services/initiatives/records-management/records-management-committee.html

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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<td><a href="mailto:catherine.montano@ucop.edu">catherine.montano@ucop.edu</a></td>
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<td><a href="mailto:JWStoner@lbl.gov">JWStoner@lbl.gov</a></td>
</tr>
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<td><a href="mailto:ekalmin@ucmerced.edu">ekalmin@ucmerced.edu</a></td>
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</tr>
<tr>
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<td><a href="mailto:bergis.jules@ucr.edu">bergis.jules@ucr.edu</a></td>
</tr>
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</tr>
<tr>
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<tr>
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<td><a href="mailto:bgee@chanoff.ucsf.edu">bgee@chanoff.ucsf.edu</a></td>
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