Is It A Record?

Recorded Information

Are you or your department the creator of the record? Did you generate or receive the information to use for your technical/administrative work here at UC?

NO

Does it contain informational value as evidence of your group’s functions, policies, decisions, procedures, operations, mission, programs, projects, or activities?

NO

Is it something that originated in another office or outside UC, but you commented or took action on it?

NO

Does it document UC actions, such as: what happened, what was decided, what advice was given, who was involved, when it happened, the order of events and decisions?

NO

Is it related to UC business and does not exist elsewhere?

NO

Is it a draft or interim document that has not been circulated to others or does not contain substantive comments and for which there is a final version being maintained?

YES

Is it published or processed information that you received and use as reference?

NO

Is it a copy kept only for convenience of reference on which no action is taken?

NO

Is it information accumulated and maintained at the workplace, but which does not affect or reflect the transaction of your program business?

NO

Is it junk mail, spam, or documentation that has no work-related informational or evidentiary value?

YES

Questions?

Contact the Records Manager, Laurie Sletten at 510-987-9411, for information.

http://ucop.edu/information-technology-services/initiatives/records-retention-management/index.html

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Adapted from Sandia National Laboratories, Anna W. Nusbaum, CRM