

**University of California**  
**Policy on Stewardship of Electronic Information Resources**  
**DRAFT: For Comment Only**

The University of California is committed to high standards of excellence for management of its electronic information resources. The University therefore endorses information technology management practices that uphold principles of privacy and confidentiality, integrity, and timely access to information, and to protect electronic resources, including sensitive or critical information that is stored, transmitted, or processed by University electronic systems.

**Policy Statement**

All University activities that use information technology resources are to be conducted with sound information management practices.

All members of the University community are accountable for compliance with University recommended guidelines, procedures, and practices for management of electronic information resources, as well as all applicable state and federal laws, regulations, and requirements.

**Implementation**

It is the responsibility of all University campuses and medical centers, the Office of the President, and the UC-managed national laboratories to establish local policies, procedures, and training programs to implement and support this Policy. The Guidelines for Stewardship of Electronic Information Resources were developed to provide direction for implementation of this Policy. These Guidelines address the following areas:

- Electronic information management
- Electronic information security
- Identity and access management
- Continuity planning and disaster recovery
- Common IT architecture

Campuses should consult Business and Finance Bulletins in the [Information Systems](#) (IS) series for additional detailed guidance about recommended information technology practices. For guidance with respect to electronic communications, campuses should consult the [Electronic Communications Policy](#).

**Authority and Scope**

This Policy is issued by the President of the University of California. The Associate Vice President – Information Resources and Communications is responsible for issuing and revising the Guidelines for Stewardship of Electronic Information Resources that support this Policy. Chancellors, Laboratory Directors, and Vice Presidents are responsible for implementation of the Policy and Guidelines.