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CHANCELLORS

Records Management and Privacy Policy: Vital Records Protection

I am pleased to issue a technical revision to Records Management and Privacy Policy: Vital Records Protection (RMP-4). The policy is available online at <http://www.ucop.edu/ucophome/policies/bfb/rmp4.html>. Effective immediately, this revision to RMP-4 replaces the version issued on July 1, 1987.

The retention period listed in RMP-4 Attachment A is obsolete and conflicts with the Records Disposition Schedules Manual. Therefore, this technical revision removes Attachment A (*Retention Period for Payroll Files*) from RMP-4 and replaces it with a reference to the University's Records Disposition Schedules Manual.

RMP-4 will be reviewed and updated as part of the UC Privacy and Information Security Initiative.

Responsibility for implementation of RMP-4 is delegated to David J. Ernst, Associate Vice President – Information Resources and Communications and Chief Information Officer. Questions about the technical revision may be directed to Stephen Lau, Systemwide Director for Information Technology Management and Policy. He may be reached by telephone at (510) 987-0409 or by electronic mail at Stephen.Lau@ucop.edu.

With best wishes, I am,

Sincerely yours,

Mark G. Yudof
President

Enclosure: RMP-4

cc: Members, President's Cabinet
Lawrence Berkeley National Laboratory Director
Academic Council Chair Simmons
Associate Vice President Ernst
Campus Electronic Communications Policy Coordinators
University Policy Office
Director Stephen Lau