

UC Records Management - Summary of Common Records Retention Periods

Code	Records	Retention Period	Notes
0001*	General Routine Office Transitory Records. Transitory records.	Retain records for no longer than one year after their administrative use ceases.	See Notes 1 & 2 below.
0002B*	Program administration – operational.	Retain records 5 years after the end of the fiscal year in which the records are created. Delete or destroy after the retention period has lapsed.	See Note 3 below.
0002A*	Program administration - records of enduring historical value.	Coordinate the transfer of these records to the University Archives when no longer needed for current operational business.	See Notes 4 & 5 below.
0004A*	Human Resources. Pre-employment and Recruitment Records.	Retain records 4 years after the end of the fiscal year in which the specific pre- employment or recruitment activity has ended.	See Notes 6 & 7 below. Shred.
0004B3*	Human Resources. Intern, Volunteer and Contingent Employees - including student employees including Federal Work Study funded positions. Employment Records.	Retain records for 3 years after the end of the fiscal year in which the specific individual no longer has any employment relationship with the University.	See Note 6 below. Shred.
0004B4*	Human Resources. All Other Employees Employment Records.	Retain records for 5 years after the end of the fiscal year in which the employee separates from the University.	See Note 6 below. Shred.
0013C5*	Academic Appointees' Employee Records. All Other Academic Personnel Employee Records.	Retain records for 5 years after the end of the fiscal year in which the Academic Appointee is no longer affiliated with the University.	See Note 8 below.
0005A3*	Financial and Procurement Records. Accounts Payable/Receivable, Procurement and Banking/Cash Handling Records document the payment of bills and the receipt of revenues owed to the University.	Retain records for 4 years after the end of the fiscal year in which all activity has been completed.	See Notes 9 & 10 below.
0005F3*	Financial and Procurement Records. Competitive Bidding Records	Retain records for 1 year after the end of the competitive bidding process.	See Note 11 below.

Notes

1. Records document routine general office activities. "Routine" means activities related to the typical internal operation of an office, including: staffing, administrative procedures, systems, and communications. These would include records of ordinary, commonplace communications found in letters, acknowledgements, memos, notes, postcards, transmittals, voice-mail messages, e-mail messages and other routine messages, regardless of media.
2. Administrative use means that you can destroy the records when you no longer need them.
3. Records document organizational activities. These would include records of communications found in letters, acknowledgements, memos, notes, transmittals, e-mail messages and other messages that protect the University's rights, document the University's obligations and activities, demonstrate compliance, and address significant issues governed by extant policies and procedures.
4. These records document the establishment, evolution/changes, consolidation, and disestablishment of university departments & programs. These would include records of communications of historical significance, including letters, acknowledgements, memos, notes, e-mail messages, and other messages that receive substantial attention, generate significant subsequent action, contribute in the development of policy, and/or provide significant unique information about University functions, policies, procedures, or programs.
5. Contact your Archivist to see if these records should be part of the Archives collection.
6. In most cases, the official record for these records is under the control of Human Resources.
7. All Other Copies: Search committee members' records that are used in the decision making process must be retained for as long as the record copies. Copies are considered non-records, and should be retained only until their usefulness has passed, but never any longer than the official record.
8. "Academic Appointee is no longer affiliated with the University" means when all ties to the University have been severed.
9. Records used as supporting documentation for expenditures related to bond financing activities will need to be retained for 5 years after the end of the fiscal year in which the bond matures, or 10 years after the end of the fiscal year following completion of the project - whichever is longer.
10. Records used as supporting documentation for sponsored activities will need to be retained for 6 years after the expiration/termination of the sponsored activities; resolution of any litigation, claim, or audit; or the period stated in the award document - whichever is longer. Sponsored activities means that the funds are received under grants, donations, or contracts from sources (private, state, federal, etc.) outside UC.
11. In most cases the official record for these records is under the control of Procurement.