

UCOP 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.
0004G1*	Human Resources – Employee Education Records - Logistical Records.	Retain records no longer than 1 year after administrative use ceases.	See Note 2 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 8 & 9 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.
2. Administrative use means that you can destroy the records when you no longer need them.
3. Records document organizational activities (letters, acknowledgements, memos, notes, transmittals, e-mail messages).
4. These records document the establishment, evolution/changes, consolidation, and disestablishment of university departments & programs.
5. Contact Judy Peck in Records Management Services to see if these records should be part of the records collection she manages.
6. In most cases, the official record for these records is under the control of UCOP 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. 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.
9. 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.