UNIVERSITY OF CALIFORNIA — Records Management

Office of the President

Managing *records*

▶ IDENTIFY YOUR RECORDS

▶ DETERMINE THE RETENTION PERIODS

▶ GET RID OF THE **R**EDUNDANT **O**BSOLETE **T**RIVIAL = ROT

GETTING STARTED: A GUIDE FOR DETERMINING WHAT TO DO WITH ADMINISTRATIVE RECORDS

Action	Notes
1. IDENTIFY your records. Create a spreadsheet with columns: title of the folders, dates of records, owner of the records, and the retention period. Leave a column for other comments, such as what needs to be done with the records, and if they are confidential.	1. You should have a list of your records. You can get a list of folders in shared drives, CDs, and flash drives by copying the file path from Windows Explorer and pasting it into the address bar in Chrome; you can then copy the contents into your spreadsheet.
2. DETERMINE who uses the records, if they are used.	2. These are the people who can help you identify the records and determine whether they are still needed.
3. CHECK the UC Records Retention Schedule for the types of records you have. a) Retention period has <u>lapsed</u> and no one uses the records b) Retention period has <u>lapsed</u> but people still need the records c) Retention period has not <u>lapsed</u>	3. http://recordsretention.ucop.edu/ a) Destroy or delete the records. Shred confidential or restricted paper records: BASC Shredding. For confidential or restricted electronic records see UCOP Institutional Information Disposal b) Contact Records Management to discuss your situation - records@ucop.edu c) Proceed to **Step 4**
4. DETERMINE how the records are used a) The records <u>are not used or are very rarely used</u> to conduct day-to-day business. b) The records <u>are used constantly</u>, some even daily. c) The records are part of an <u>ongoing litigation, audit or investigation.</u>	4. Are they hardly ever used or frequently used? a) Send paper records to off-site storage. See Using Off-site Storage. b) Records can be scanned, contact Records Management. c) Ask the attorney, auditor, or other official what to do with them.