

University of California Policies

(<http://www.ucop.edu/ucophome/coordrev/ucpolicies/>)

I. **COMMUNITY RELATIONS**

- a. *Policies Applying to Campus Activities, Organizations and Students*
(Certain rights and time-frames for records students are entitled to)
 - i. 130.00 Policies Applying to the Disclosure of Information from Student Records.
 1. [130.411] With the exception on the records listed in 130.420 (parent's financial information, confidential letters of recommendation), students shall be permitted to inspect and review their student records within a reasonable period of time, but in no case longer than 45 days after receipt of the student's request.
 2. [130.416] Student records shall not be destroyed if there is an outstanding request to inspect and review them. If there is no request pending, records may be destroyed in accordance to **campus-specific/University disposition requirements**.
 3. [130.840] Records Disposition- Student records are subject to mandatory disposition schedules contained in the University Records Disposition Schedules Manual, with the following exceptions.
 - a. Student records shall be retained if there is an outstanding request to inspect/view them.
 - b. Explanations placed in the student record of an individual seeking to correct the record shall be retained for as long as the contested portion of the record is retained.
 - c. As long as the student record to which it relates to is maintained by the campus.

II. **INFORMATION RESOURCES**

- a. *Electronic Communications Policy (pdf-*
<http://www.ucop.edu/ucophome/coordrev/policy/PP081805ECP.pdf>)
 - i. VI. Retention and Disposition
 1. A. Retention: Electronic communications are subject to policies as stated in the University of California Records Disposition Schedules Manual.

2. B. Disposition: The Record Proprietor, as defined in Business and Finance Bulletin RMP-1 is responsible for preserving those electronic communications records that have been identified as having lasting business purpose of historical value to the University.
 3. C. Back –Up: Electronic communications records are normally backed up, if at all, only to assure system integrity and reliability, not to provide for future retrieval. Operators of University electronic communications services are not required by this Policy to routinely retrieve electronic communications records from such back-up facilities for individuals.
- b. Ownership of Administrative Records
- i. “With respect to all of its officers and employees, including members of the faculty, whose regular or occasional performance of administrative duties puts them in possession of files, records, or documents pertaining to such duties, such files, records, or documents, including but not limited to correspondence, reports, writings, and other papers, records, maps, tapes, photographic films and prints, magnetic and punched cards, discs and drums, are the property of The Regents of the University of California, and, as such, may not be permanently removed from the University nor destroyed except in accordance with disposition schedules established by the University Records Management Committee.” – (Eric Bolton, Principal Officers of The Regents, October 31, 1969).
- c. Records Disposition Schedule Manual
(The Records Disposition Schedules Manual provides time periods for retaining and disposing of University records. Please contact your local Records Management Coordinator with questions about records disposition.

Elvis Downs
Manager, Records Management & Information, Corporate Financial Services
University of California, Los Angeles
10920 Wilshire Blvd., 5th Floor
Los Angeles, CA 90024
Phone: (310) 794-8960

- i. VII. Student and Applicant Records (See attachment)
<http://www.ucop.edu/irc/recman/dispsmanual/vii.html#VII-A>
 1. A. Admissions and Readmissions (excluding UNEX)
 2. E. Registration, Enrollment and Performance

d. Records Management and Privacy

i. RMP-1: University Records Management Program

<http://www.ucop.edu/ucophome/policies/bfb/rmp1.pdf>

1. 2. Records Management Coordinator: The Records management Coordinator at each campus and the Office of the President shall be responsible for the development, coordination, implementation and management and training to the local personnel regarding records management. The local program shall included development and maintenance of retention schedules specific to the location as appropriate.

ii. RMP-2: Records Retention and Disposition: Principles, Processes and Guidelines.

<http://www.ucop.edu/ucophome/policies/bfb/rmp2.pdf>

1. V. Processes

- a. A. Retention Schedules
- b. B. Records not in the Schedule
- c. C. Disposition Procedures

2. VI. Roles and Responsibilities

- a. C. Local Management

3. Appendix A: Recommendations for Records Maintenance and Storage

- a. Organization
- b. Retrieval
- c. Storage
- d. Storage with Outside Parties
- e. Transfer

4. Appendix B: Disposition

- a. Destruction Methods
- b. Destruction by Other Parties

5. Appendix C: Preservation

- a. Preservation Considerations

iii. RMP-11 Student Applicant Records

<http://www.ucop.edu/ucophome/policies/bfb/rmp11.html>

1. II. Instruction and Definitions

- a. B. Student Records include but are not limited to, academic evaluations, transcripts, test scores and other academic records, general counseling and advising records, disciplinary records and financial records.

2. III Creation, Maintenance and Disposition

3. IV Disclosure Guidelines