

## Summary of Complaints of Sexual Harassment Records Retention Periods

Code	Specific scenario	Function/Category/Sub-Category (if applicable)	Retention Period	Notes
0004C2*	Records that document discrimination actions or individual grievances	Human Resources Records/Employment Related Claims Records/All Other Employment Related Claims Records	Official Record: Retain records 5 years after the end of the fiscal year in which the claim is resolved or as long as required in the specific labor relations contract.	See Note 1 below.
0006B*	Records that document the actual investigation and outcome of the investigation.	Compliance Records/Investigation Records	Official Record: Retain records for 7 years after the end of the fiscal year in which the specific final report is issued or all specific activity has ended, whichever is longer.	See Notes 1 and 2 below.
0007A5*	If the investigation results in an offense that falls under the Child Abuse and Neglect Reporting Act, then there should be records kept for that activity.	Public Safety Records/ Police Crime or Investigation Related Public Safety Records/ CANRA Records	Official Record: Retain records for the same period of time that the information is required to be maintained on the Department of Justice Child Abuse Central Index (CACI).	See Notes 1 and 3 below.
0007A8*	If the investigation results in a finding of conduct reportable under Clery, then there should be records kept for that activity.	Public Safety Records/ Police Crime or Investigation Related Public Safety Records/ Clery Records	Official Record: Retain records for three years from the latest publication of the Annual Clery Report to which they apply.	See Note 1 below.
0011E1*	If the investigation results in a student being dismissed or their degree revoked, then there should be records kept for that activity.	Student Records/ Student Conduct and Grievances Records - does not include Clery Records/ Student Conduct Case Records when the sanction is dismissal or revocation of degree - does not include Clery Records	Official Record: Retain records for 50 years after the end of the academic year in which the student no longer attends the University.	See Note 4 below.
0011E2*	If the investigation involves a student offender and they are not dismissed nor have their degree revoked, then there should be records kept for that activity.	Student Records/ Student Conduct and Grievances Records - does not include Clery Records/All Other Student Conduct and Grievances Records - does not include Clery Records	Official Record: Retain records for 5 years after the end of the academic year in which the case is closed.	See Note 4 below.

### Notes

Records used to investigate complaints of sexual harassment may also be documenting various outcomes relevant to that activity. If this is the case, then there may be a need to retain records for a longer period of time. Each location can determine if the same set of records will be used for the other purposes or whether there may be other copies of the records kept by other custodians for different purposes. The language in the schedule tends to indicate that there will be records held by others, so that there are other copies. However, if a location had shared recordkeeping systems with various departments, it could be possible that there would only be one set of the records at that location.

1. All Other Copies: Copies which may be disseminated to others that are used for other purposes such as disciplinary actions or other investigational activities should be maintained for the retention periods designated for the function of the activities involved. Any other copies are considered non-records, and should be retained only until their usefulness has passed, but never any longer than the official record.
2. These records do not include the records held by campus police departments although law enforcement activities may occur due to the nature of an investigation and the records may be used during any criminal adjudication processes.
3. Child Abuse and Neglect Reporting Act
4. Clery records are found in the UC Records Retention Schedule as item 0007A8\*, which has a retention period of "Official Record: Retain records for three years from the latest publication of the Annual Clery Report to which they apply."