

Summary of ITS 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 Note 1 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 2 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 3 and 4 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 Note 5 below.
0009A1*	IT Proposals and Design Records for projects that are not implemented	Retain records until administrative use ceases.	See Note 5 below.
0009A2*	System documentation for projects that are implemented	Retain records for 3 years after the end of the fiscal year in which the system, application, or website is discontinued and all data has been purged according to the specific retention period for those records, or successfully migrated to a different system, application, or website.	See Note 6 below.
0009A3*	All other IT Proposals, Design and Implementation Records for implemented projects	Retain records for 4 years after the end of the fiscal year in which the project is closed out.	See Notes 5 and 7 below.
0009B1*	IT Operations Records - Records that document routine activities, or superseded contingency or IT asset management records	Retain records for no longer than one year after review and analysis requirements have ceased.	
0009B2*	All Other IT Operations Records (documents services provided to maintain systems and infrastructure)	Retain records for 3 years after the end of the fiscal year in which the system, application, or website is discontinued and all data has been purged according to the specific retention period for those records, or successfully migrated to a different system, application, or website or until the infrastructure is obsolete.	

Notes

Content in systems, shared drives, collaboration tools such as SharePoint, and websites (as well as those systems/programs developed in the future that are used to house content) is not covered in this section. The content will fall in other parts of the retention schedule, depending on what is documented. Before decommissioning shared drives, collaboration tools, or websites, etc., the owner of the content should specify what needs to be captured and how, and then that content should be returned to the owner for retention purposes.

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. Records document organizational activities (letters, acknowledgements, memos, notes, transmittals, e-mail messages)
3. These records document the establishment, evolution/changes, consolidation, and disestablishment of university departments & programs.
4. Contact Judy Peck in Records Management Services to see if these records should be part of the records collection she manages.
5. 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.
6. Source code, test scripts, test automation, and other intellectual property created while internally developing systems are not included in this group of records. These are found in the Program Administration Records - Program Administration Records of enduring historical value section of the retention schedule.
7. A project is closed out when (1) the system, system enhancements, or changes have been declared operational and ready for production; or (2) a project is terminated for any reason.