

Data Retention / Defensible Disposition

What is Defensible Disposition?

Defensible Disposition includes several actions including:

- purging data that has no legal hold requirements or business value
- moving inactive data to a limited access zone
- following repeatable and consistent practices

An Institutional Information holder should be able to demonstrate consistent compliance in a court or legal situation.

The Schedule

The UC [Records Retention Schedule](#) is a **UC-wide policy and the agreement between the 10 campuses on how long we keep our data.**

The schedule is created and maintained by the UC Records Management Committee.

The timelines are driven by State and Federal laws as well as third-party obligations. Any deviations to the schedule (including keeping data for longer than prescribed) must be requested and approved by the Campus Records Manager.

Applicability

The schedule does not apply to:

Administrative records held by the Principal Officers of The Regents;

teaching and research records (e.g., library materials, faculty research and teaching materials, student examinations); or

records pertaining to individual patient care (medical records).

Non-Records Decision to Delete

- Is it junk mail, spam, or accumulation that has no work-related information or evidentiary value?
- Is it a draft or interim document that has not been circulated to others and does not contain substantive comments and for which there is a final version being maintained?
- Is it published or processed information that you received and use as a reference?
- Is it a copy kept only for convenience or reference but no longer used?
- Do you want it for analytics? You must then anonymize it.

Email

Email is a record when it documents actions related to university business.

Those records should be extracted from email and submitted to long-term storage.

Not all records are worthy of saving longer than one year.

These **non-records** and they are covered under policy section 0001 Transitory Records. (~75% of what we create)

[More information on email](#)

100%

Because you might need it later is not a valid reason to over keep.

If it is of historical value, [Transfer or Donate](#) it to University Archives.

Limitations

Email accounts open and close and move with individuals through changes in employment. Email systems should be used for transitory communications not record keeping systems.



Why Practice Defensible Disposition?



- Storage is no longer cheap or free.
- Security and Privacy responsibilities.
- Legal liability when practices are inconsistent across UC's.
- How will the information be accessed when you are gone?
- Information splatter and over keeping reduce your chances of finding what you need.
- The longer we keep data, the larger the liability.
- The cost of a breach is calculated by the number of records. Expired records have cost the UC system millions of dollars.

Only keep what you are obligated to keep.

What you are obligated to keep is cited in the
UC Retention Schedule.

Thank you!

Contact us:

Records and Information
Management

Campus Provost and Executive
Vice Chancellor's Office

recordsretention.ucsc.edu
or Diane@ucsc.edu

If you see me on campus please
give me a wave!

