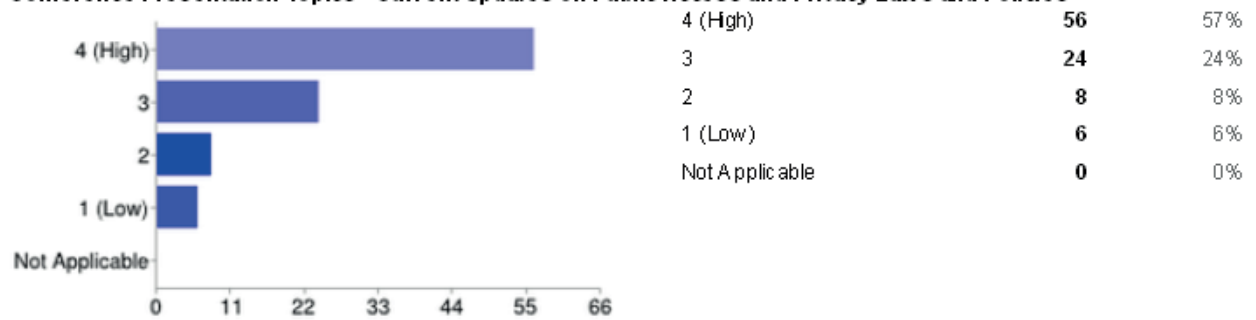
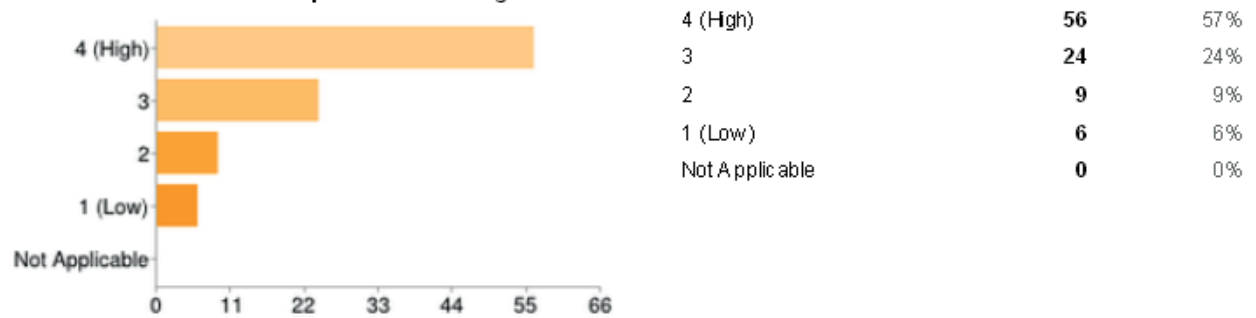




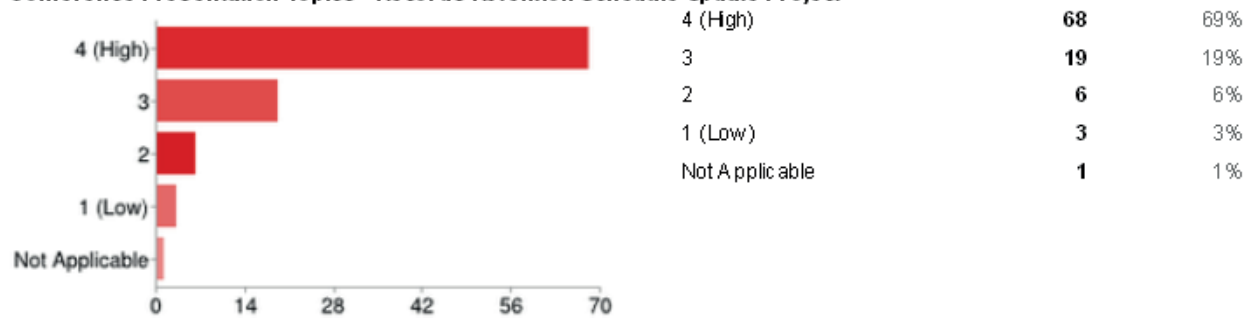
Conference Presentation Topics - Current Updates on Public Access and Privacy Laws and Policies



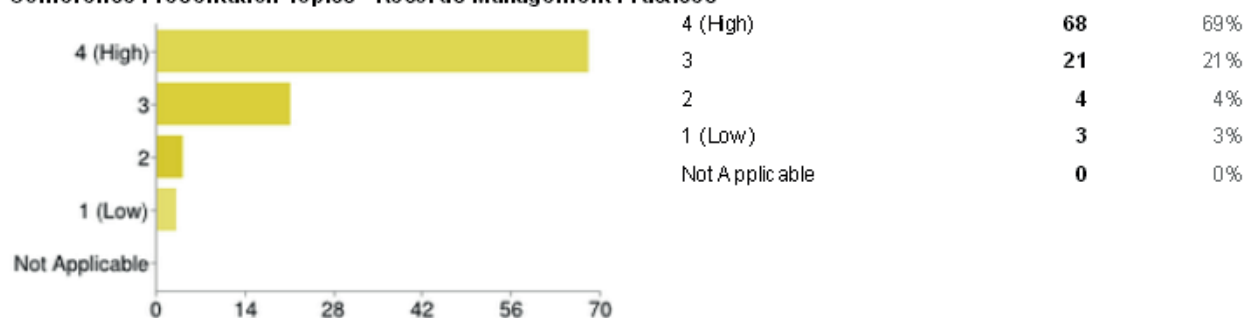
Conference Presentation Topics - Email Management Practices



Conference Presentation Topics - Records Retention Schedule Update Project



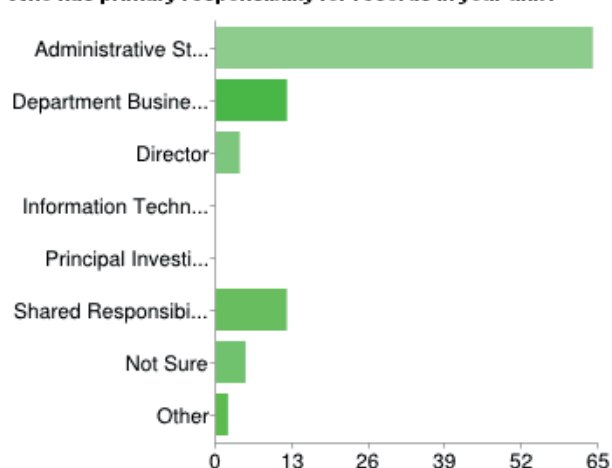
Conference Presentation Topics - Records Management Practices



Retention Schedule and UC Records Management Policies

This section asks about your unit's records management practices.

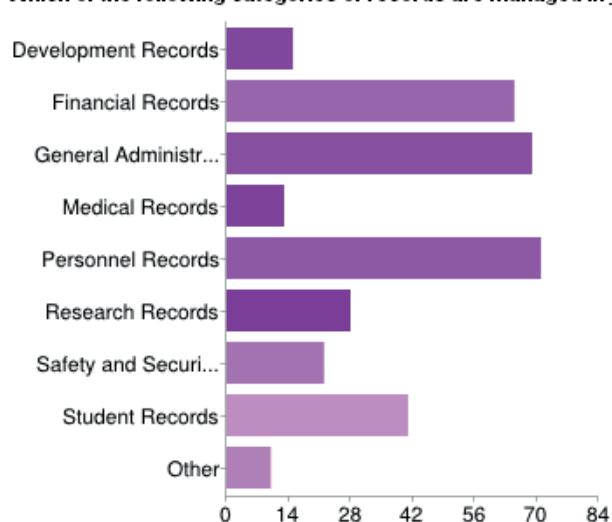
Who has primary responsibility for records in your unit?



Administrative Staff Personnel	64	65%
Department Business Officer/Manager/MSO	12	12%
Director	4	4%
Information Technology Group	0	0%
Principal Investigator	0	0%
Shared Responsibility	12	12%
Not Sure	5	5%
Other	2	2%

If you selected "Other" please specify

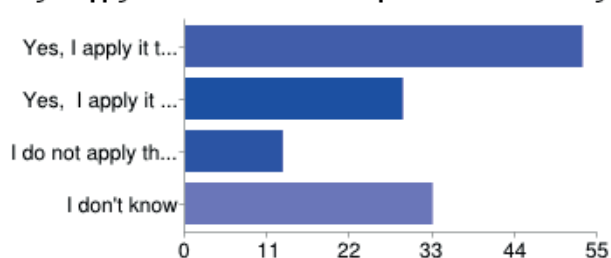
Which of the following categories of records are managed in your unit?



Development Records	15	15%
Financial Records	65	66%
General Administrative Records	69	70%
Medical Records	13	13%
Personnel Records	71	72%
Research Records	28	29%
Safety and Security Records	22	22%
Student Records	41	42%
Other	10	10%

People may select more than one checkbox, so percentages may add up to more than 100%.

Do you apply the UC Retention and Disposition Schedules to your records?



Yes, I apply it to physical records (paper, photographs, etc.)	53	54%
Yes, I apply it to electronic records (email, spreadsheets, etc.)	29	30%
I do not apply the Retention and Disposition Schedules to my records	13	13%
I don't know	33	34%

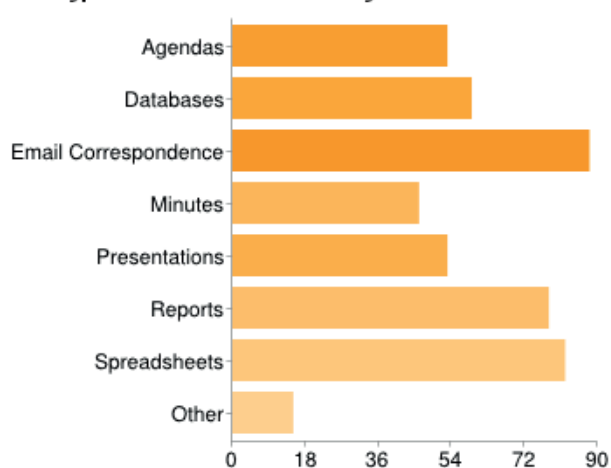
People may select more than one checkbox, so percentages may add up to more than 100%.

What are the key issues your unit faces in managing records?

Electronic Records

This section asks about your electronic recordkeeping practices.

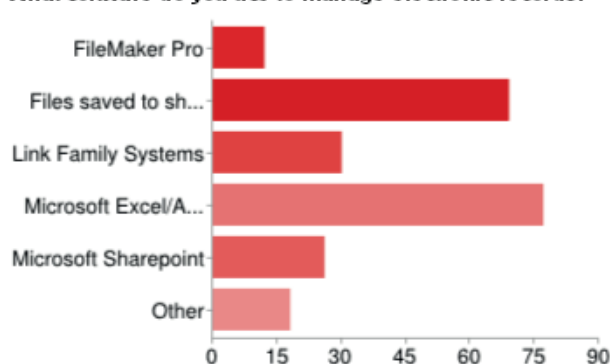
What types of electronic records do you create?



Agendas	53	54%
Databases	59	60%
Email Correspondence	88	90%
Minutes	46	47%
Presentations	53	54%
Reports	78	80%
Spreadsheets	82	84%
Other	15	15%

People may select more than one checkbox, so percentages may add up to more than 100%.

What software do you use to manage electronic records?



FileMaker Pro	12	13%
Files saved to shared drive / local server	69	73%
Link Family Systems	30	32%
Microsoft Excel/Access	77	81%
Microsoft Sharepoint	26	27%
Other	18	19%

People may select more than one checkbox, so percentages may add up to more than 100%.

Please list any other platforms that you use to manage electronic records.

Are your electronic records regularly backed up?

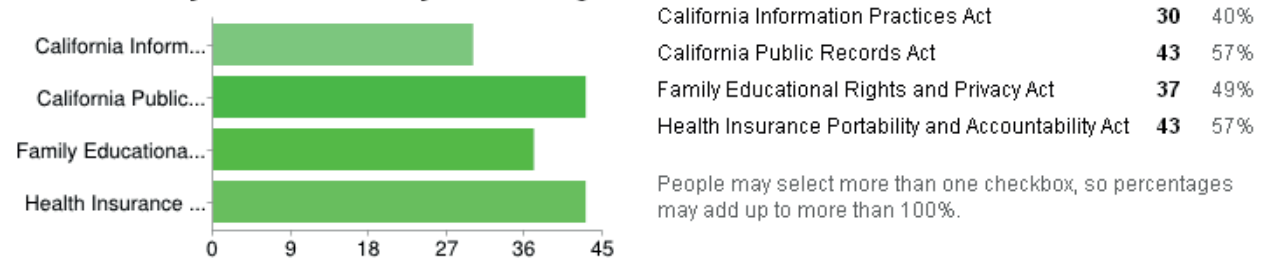


Yes	77	78%
No	3	3%
Not Sure	18	18%

Laws Governing Privacy of and Access to University Records

This section relates to the conference's Information Governance Panel.

Please indicate if you are familiar with any of the following laws



What questions do you want to see answered in this session?

Demographics

In which Vice Chancellor area do you work?

