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

4 (High) 56 57%
3 24 24%
2 8 8%
1 (Low) 6 6%
Not Applicable 0 0%

Conference Presentation Topics - Email Management Practices

4 (High) 56 57%
3 24 24%
2 9 9%
1 (Low) 6 6%
Not Applicable 0 0%

Conference Presentation Topics - Records Retention Schedule Update Project

4 (High) 68 63%
3 19 19%
2 6 6%
1 (Low) 3 3%
Not Applicable 1 1%

Conference Presentation Topics - Records Management Practices

4 (High) 68 63%
3 21 21%
2 4 4%
1 (Low) 3 3%
Not Applicable 0 0%
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 (65%)
- 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%)

You can view the published form here: [https://docs.google.com/spreadsheet/viewform?formkey=dEM0VFJqaVF2dmVMcnpabUd4cHdaRFE6MQ](https://docs.google.com/spreadsheet/viewform?formkey=dEM0VFJqaVF2dmVMcnpabUd4cHdaRFE6MQ)
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:

- California Information Practices Act: 30 (40%)
- California Public Records Act: 43 (57%)
- Family Educational Rights and Privacy Act: 37 (49%)
- Health Insurance Portability and Accountability Act: 43 (57%)

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

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

Demographics

In which Vice Chancellor area do you work?

- Academic Affairs: 26 (26%)
- Chancellor's Office: 6 (6%)
- Equity, Diversity and Inclusion: 0 (0%)
- External and Business Affairs: 18 (18%)
- Health Sciences: 16 (16%)
- Marine Sciences: 6 (6%)
- Research: 6 (6%)
- Resource Management & Planning: 3 (3%)
- Student Affairs: 16 (16%)

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