



October 11, 2012

**ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 12-13**

TO: University Administrators and Chancellors

FROM: Howard Todo *Howard Todo*  
Vice President for Budget and Finance & Chief Financial Officer

SUBJECT: Administrative Procedures A8.450, Records Management

Transmitted herewith is the revised Administrative Procedures A8.450 for Records Management which replaces the records management procedures dated August 2002.

This update strengthens the protection of personally identifiable information (PII) in University records by emphasizing that PII may be collected only when necessary to meet specific institutional requirements, must be maintained in secured areas with access limited to authorized users, and must be removed or redacted from University records once the requirements for having collected the information have been met.

Any questions concerning these procedures should be directed to the Office of Procurement and Real Property Management at (808) 956-8687.

Attachments