The USA PATRIOT Act
An Update on IT Policy and Security Issues

The confluence of the USA PATRIOT Act and other recent legislation and administrative policies represent new challenges for institutions like UCLA in protecting privacy, freedom of speech, academic freedom, freedom of access to information and IT security.

1. Campuswide policy and procedures
   - Consider incorporating the Chancellor’s Deans and Directors memo of 12/13/2001 into existing policy.
   - Consider institutional procedures (say, via the Incident Response Coordination Team) for incidents outside of business hours.
   - Already in progress: Revise UCLA Policy 120, Legal Processes, to (among other things) recognize electronic data that may be subpoenaed.
   - Already in progress: Clarify systemwide how the UC Electronic Communications Policy aligns with the USA PATRIOT Act.

2. Awareness and education
   - Have University Counsel Cynthia Vroom give a talk to key faculty and administrators about the USA PATRIOT Act.
   - Promote understanding of what to do when faced with a search warrant, a subpoena or law enforcement official asking for records. Target the IT community for awareness, as they could well be on the front lines for electronic records.

3. Records retention
   - Already in progress: A new policy on electronic records is slated for development as part of the systemwide overhaul of the UC Records Management policy series. This new policy will include guidance on conventional records such as email, as well as guidance for retention of other types of computer records such as web server logs and firewall data.