



INTERNAL AUDIT SERVICES  
IRVINE, CALIFORNIA 92697-3625

March 29, 2018

**MARCI COPELAND  
EXPORT CONTROL OFFICER  
RESEARCH ADMINISTRATION**

**RE: Audit Review No. I2018-112 – Export Controls**

In accordance with the fiscal year 2017-2018 audit plan, University of California, Irvine (UCI) Internal Audit Services participated in a systemwide assessment of the Export Control Compliance Program based upon the response to disclosures submitted by the University of California (UC) to the United States federal government. In general, the export control processes reviewed appear to be functioning as intended. However, a procedural compliance weakness was identified and should be strengthened to minimize risks and to ensure that University policies and procedures and/or best business practices are observed.

The following concern is presented below.

### **Recordkeeping**

Observation: In the export reviews for international shipments and export restricted technology/technical data, UCI needs to ensure that copies are kept of the shipping documents. UCI does not have a central shipping unit and the Export Control Officer may only advise on export license requirements. The departments are required to keep these records.

Management Action Plan: The Vice Chancellor of Research approved the recommendation by the Export Control Advisory Committee to create an international shipping workgroup to review international shipping processes. The expected review of international shipping processes is to be completed by March 1, 2019.

The observation and management corrective action was published in the UC Export Control Program Assessment Report dated December 4, 2017. IAS will provide follow up and verify completion of the management corrective action by the stated due date.

Please do not hesitate to contact me should there be any additional questions.

*Mike Bathke*

Mike Bathke  
Director  
Internal Audit Services

MB:ht

C: Audit Committee  
Nancy Lewis, Executive Director – Sponsored Projects Administration