

University of British Columbia RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY	Schedule No.: 005-03
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This is a recommendation to (check one): X -- Establish retention/disposal schedule	Series Title: Committee Files <hr/> Office of Primary Responsibility (OPR): Research Services
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Purpose and Description of Records:

Series consists of records of the six committees, aside from the Animal Care and Human Ethics committees, which administer a total of fourteen grant programs. Files, organized by committee and then by name of researcher, may contain grant notices (issued by the relevant committee), samples of application forms, lists of applicants, detailed descriptions of grant programs, and related correspondence.

These records give evidence of procedures followed in reviewing proposed research projects, and in monitoring those experiments.

Personal Information Bank? X -- Yes	Vital Record? X -- Yes	Retained by: X -- Continuous
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Retention Period (Years): Office -- Current Records Centre / Storage -- 3 yrs. Total -- C + 3	Final Disposition: X -- Destruction
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Retention Instructions:

Records are retained by Research Services while the researcher is employed by the University, plus three years - they are held in the office while current, then placed in storage. Other offices holding copies of these records shall retain them while they are current, plus one year, then destroy them.

Appraisal Rationale:

Records in this series must be retained for at least one year after the researcher is terminated by his/her department or faculty, in accordance with the requirements of Section 10(2) of the British Columbia *Employment Standards Act*, and Section 31 of the *Freedom of Information and Protection of Privacy [FOIPOP] Act*.

Although records kept outside Research Services largely duplicate that which is retained there, they may contain additional information. Therefore, in order to guarantee full compliance with both statutes, offices should also retain those files for a full year after termination.

These are considered vital records in that they fully document the approval of research projects by the University through its research committees.

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