



AD1050: Administration – Equipment and Supplies		
University of British Columbia RECORDS SCHEDULE		Schedule Number: AD1050
Primary Title: Equipment and Supplies		Office of Primary Responsibility (OPR): All units
Records relating to the acquisition, maintenance, and repair of equipment and supplies.		
Vital: No		PIB: No
Authority: BoG Policy GA4: Records Management		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	CY+5Y, D
10	Equipment and Supplies	EV+3Y, D EV=Date the equipment or supply is superseded or obsolete
45	Issues	CY+5Y, D
60	Reports	CY+5Y, SR SR=UA will selectively retain records from this series
<p>Acronym Key. AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for <i>source of truth</i> records; P= Permanent retention by OPR; SO=When superseded or obsolete; SR=Selective Retention by University Archives; Y=Year</p>		