



FM3150: Financial Management – Banks and Banking		
University of British Columbia RECORDS SCHEDULE		Schedule Number: FM3150
Primary Title: Banks and Banking		Office of Primary Responsibility (OPR): UBCV: UBC Finance; departments handling finances; Treasury; Enrolment services UBCO: Procurement and Finance Services
Records in this series relate to the establishment, maintenance, and termination of university bank accounts. Includes deposits and tracking.		
Note: Once records are loaded and approved in Workday the record holder should destroy the referent records.		
<ul style="list-style-type: none"> • For payroll or accounts receivables, see FM3000: Financial Management – Accounting • For tuition-related deposits, see FM3100: Financial Management – Student Accounts 		
Vital: Yes		PIB: No
Authority: BoG Policy FM3: Cash Handling BoG Amended Resolution No. 2: Banking Records Management Office Digitization Standard		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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
10	Accounts Establishment, maintenance, termination. Includes applications, reconciliation statements.	FY+6Y, D
15	Deposits	FY+6Y, D



	Includes bank deposit books, deposit slips, copies of cheques, and other supporting documentation.	
45	Issues Includes cheque cancellations.	FY+5Y, D
60	Reports Includes logs or record books for all departmental transactions.	FY+5Y, D
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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		