



GL3600: Galleries, Libraries, Archives and Museums – Conservation and Preservation Management		
University of British Columbia RECORDS SCHEDULE		Schedule Number: GL3600
Primary Title: Conservation and Preservation Management		Office of Primary Responsibility (OPR): UBCV: Beatty Biodiversity Museum; Digital Initiatives; Indian Residential School Dialogue Centre; MOA Library and Archives; Pacific Museum of Earth; Rare Books and Special Collections; University Archives; or any Gallery, Library, Archives or Museum located on UBCV Campus that are managed by UBCV UBCO: UBCO Library
Records supporting the activities of conservation and preservation management including book and materials conservation, digital preservation and environmental management particular museums and archives. <ul style="list-style-type: none"> For records about archives or special collections see GL3500: Galleries, Libraries, Archives and Museums – Archives, Museums and Special Collections Management 		
Vital: Yes		PIB: No
Authority: BoG Policy GA5: University Archives BoG Policy UP11: Deaccessioning Policy University Act [RSBC 1996] Chapter 468		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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete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	Conservation Management	EV+5, SR



		EV=Date collection is deaccessioned SR=UA will selectively retain from this series
15	Digital Preservation	CY+10, SR SR=UA will selectively retain from this series
18	Environmental Management	CY+5Y, D
20	Committees	CY+5Y, SR SR=UA will selectively retain from this series
45	Issues	CY+5Y, D
60	Reports	CY+5Y, SR SR=UA will selectively retain 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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year</p>		