THE UNIVERSITY OF BRITISH COLUMBIA

University Archives
Irving K. Barber Learning Centre
1961 East Mall
Vancouver, BC, V6T 1Z1

Records Management Office
Phone: 604 827 3952
http://recordsmanagement.ubc.ca
records.management@ubc.ca

IM4800: Information Management – Records Management Services

University of British Columbia RECORDS SCHEDULE	Schedule Number: IM4800
Primary Title: Records Management Services	**Office of Primary Responsibility (OPR):** UBCV: University Archives – Records Management Program UBCO: UBC Okanagan Library

Operating under Board of Governor's Policy GA4, the records management program develops schedules for the retention, destruction and disposition of university records. This primary also includes the activities associated with managed storage (Library PARC, UBC Okanagan Library Vault; UBC MoveIt), and projects associated with digital readiness, and committees such as the Records Management Steering Committee.

Vital: No	**PIB:** No
Authority: BoG Policy GA4: Records Management BoG Policy GA5: Vancouver Archives Policy	**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01	**Policies and Procedures**	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	**General**	EV+5Y, D EV=Date superseded or obsolete
15	**Off-Site Storage** Records relating to financial operations of Records Storage (billing, purchasing, refunds, etc.).	CY+7Y, D
17	**Projects** e.g. Digital Readiness.	EV+5Y, D EV=Date superseded or obsolete
20	**Committees**	CY+5Y, SR

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		SR=UA Vancouver will fully retain minutes of the Records Management Steering Committee and both OPRs will selectively retain other committee records in this series
25	**Records Disposition**	CY+7Y, D
26	**Records Retention and Classification Development**	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain approved retention schedules
40	**Best Practices and Standards Development**	EV+5Y, D EV=Date superseded or obsolete
41	**Training Development and Delivery**	EV+5Y, D EV=Date superseded or obsolete
45	**Issues**	CY+5Y, D
60	**Reports**	CY+5Y, SR SR=UA will selectively retain records from this series
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University Archives unless otherwise noted; OPR=Office or Department responsible for *source of truth* records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		