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RA5500: Research Administration – Animal Care	
University of British Columbia **RECORDS SCHEDULE**	**Schedule Number:** RA5500
Primary Title: Research – Animal Care	**Office of Primary Responsibility (OPR):** UBCV: Animal Research UBCO: Animal Care and Use
Operating under the requirements set out in BoG Policy LR2 Research Policy, records in this series support the Animal Care Program including: animal care protocols, policies and procedures; minutes and recommendations from the Animal Care Committee; animal care oversight records which includes facility inspections, reviews, and advice; protocols on acquisition of animals as well as training and outreach. The records also include animal care services such as quality improvement, and special technical and surgical requests.	
Vital: Yes (Animal Care Certificate)	**PIB:** No
Authority: BoG Policy LR2: Research Policy Canadian Council on Animal Care	**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01	**Policies and Procedures**	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	**General**	EV+5Y, D EV=Date superseded or obsolete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	**Animal Acquisition and Delivery** Includes transfers.	CY+7Y, D
11	**Animal Care Certificate**	EV+7Y, D EV=Date superseded or obsolete.
12	**Animal Facility and Oversight** Inventory, audit, inspection, review, advise.	CY+7Y, D

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20	**Committees** Animal Care.	CY+5Y, FR FR=UA will fully retain records from this series
25	**Special Technical and Surgical Service Requests**	CY+7Y, D
28	**Training and Outreach**	CY+10Y, D
45	**Issues**	CY+10Y, D
60	**Reports** Includes Facility Inspection reports.	CY+10Y, 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University Archives unless otherwise noted; OPR=Office or Department responsible for *source of truth* records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		