



RA5800: Research Administration – Scholarly Integrity – Investigation Management		
University of British Columbia RECORDS SCHEDULE		Schedule Number: RA5800
Primary Title: Scholarly Integrity – Investigation Management		Office of Primary Responsibility (OPR): VP Research and Innovation
<p>Records related to scholarly integrity investigations conducted under the Scholarly Integrity Policy (Board of Governors Policy SC6). Includes allegation, inquiry and investigative committee records, correspondence, final reports and documents related to reporting to the Secretariat for the Responsible Conduct of Research. Investigative committee files are retained by the Chair of the committee.</p> <ul style="list-style-type: none"> • See also ST6750: Students – Misconduct 		
Vital: No		PIB: Yes
Authority: BoG Policy SC6: Scholarly Integrity		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=Date record is superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date record is superseded or obsolete
08	Master tracking	EV+10Y, SR SR=VPRI will selectively retain master tracking sheets
10	Allegation and Inquiry	EV+7Y, SR EV=Date jurisdiction has been confirmed records are moved to become part of Committee records SR = VPRI will selectively retain key records of Allegation and Inquiry and destroy



		remainder where final resolution of the case, including any grievance period, has expired
20	Investigation Committees	EV+10Y, FR EV=Date final report is issued FR=VPRI will fully retain Investigation records
30	Correspondence Note: File pertinent correspondence regarding an investigation to the investigation file.	EV+10Y, SR
-45	Issues	EV+10Y, SR EV=Date University formally considers a scholarly integrity matter closed SR=VPRI will retain key or precedent setting issues from this records series
-50	Anonymized Case Summaries	EV+10, FR EV=Publication of full and final anonymized case summary on research.ubc.ca FR=UA will fully retain anonymized case summary files
-60	Reporting to Tri Agency	EV+10Y, SR EV=Eligible reports are sent to the Secretariat for the Responsible Conduct of Research only when an investigation is complete, any recourse or discipline has been administered, and any grievance period related to that discipline or recourse has been exhausted. SR=VPRI will retain report and cover letter
<p>Acronym Key. AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; 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>		