



SC6000: Student and Community Services – Access, Bicycle & Car Parking		
University of British Columbia RECORDS SCHEDULE		Schedule Number: SC6000
Primary Title: Access, Bicycle & Car Parking		Office of Primary Responsibility (OPR): UBCV: UBC Parking; Campus and Community Planning UBCO: Campus Planning, UBC Parking Services
<p>Records supporting access, bicycle and automobile parking at the university. The series includes parking permits, ticketing and dispute resolution, access management that provide staff with keys to buildings as well as bicycle parking (bike lockers and access to bike cages).</p> <ul style="list-style-type: none"> For transportation planning including via bicycle see CC1550-55: Campus and Community Planning – Community and Infrastructure Planning – Transportation Planning 		
Vital: No		PIB: No
Authority: BoG Policy GA4: Records Management		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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete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	Access Services Keys to buildings.	EV+1Y, D EV=Date keys are returned
15	Bicycle Parking Bike lockers and cages.	EV+1Y, D EV=Date payment lapses (bike lockers) EV=Date superseded or obsolete (bike cages)
25	Parking Permits	EV+1Y, D



		EV=Date permit lapses
45	Issues	CY+5Y, D
46	Ticket Disputes	EV+1Y, D EV=Date matter is resolved
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 <i>source of truth</i> records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		