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

SC6050: Student and Community Services – Bookstore	
University of British Columbia **RECORDS SCHEDULE**	**Schedule Number:** SC6050

Primary Title:
 	
Bookstore [Print and Retail Services]
	Office of Primary Responsibility (OPR):
	  UBCV: UBC Bookstore
	  UBCO: UBCO Bookstore

Records supporting bookstore [print and retail] services. Includes buying management, inventory control, online ordering, and shipping and receiving.

- For sales see FM3000-35: Financial Management – Accounting – Accounts Receivable
- For marketing see AD1000: Administration – Communications and Marketing
- For staff meetings see AD1200: Administration – Office Management
- For staffing see HR4000: Human Resources – General

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01	**Policies and Procedures**	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	**General**	EV+5Y, D EV=Date superseded or obsolete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	**Buying Administration** Includes book, food, custom course, giftware, and supplies and technology.	AY+6Y, D
15	**Inventory Control**	AY+6Y, D
21	**Online Orders**	AY+6Y, D
25	**Shipping and Receiving**	FY+6Y, D
45	**Issues**	CY+5Y, D

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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University Archives unless otherwise noted; OPR=Office or Department responsible for *source of truth* records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		