



SC6350: Student and Community Services – Food Services		
University of British Columbia RECORDS SCHEDULE		Schedule Number: SC6350
Primary Title: Food Services		Office of Primary Responsibility (OPR): UBCV: UBC Food Services UBCO: UBC Okanagan Food Services
<p>Food Services is responsible for providing residence dining, food retail operations, as well as catering across campus. The unit also provides food plans, wellness and nutritional programs, and other food related initiatives. The records include planning records, promotional materials, and internal reporting. Also includes inventory and other operational records, including online food ordering, and customer loyalty/rewards program data.</p> <ul style="list-style-type: none"> For financial records of purchases, payment for services, and student meal plan fees see FM3000: Financial Management – Accounting 		
Vital: No		PIB: Yes [Online Food Ordering]
Authority: Food Safety Act [SBC 2002] Chapter 28		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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
13	Catering	CY+7Y, D
15	Department Partnerships	CY+7Y, D
18	Food Safety Inspections	CY+7Y, D
20	Committees	CY+5Y, D
25	Licenses	CY+7Y, D
28	On-Line Food Ordering	CY+1Y, D



33	Residence Dining	CY+7Y, D
35	Retail Operations	CY+7Y, D
39	Supply Chain	CY+7Y, D
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 <i>source of truth</i> records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		