



<b>ST6550: Students – Career Education and Development</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> ST6550
<b>Primary Title:</b>  Career Education and Development		<b>Office of Primary Responsibility (OPR):</b> UBCV: Student Services; Centre for Student Involvement & Careers; other offices offering career education UBCO: Students - Student Development & Advising
Career education, development, and support services for members of the University community (e.g., students, employees, alumni) assist individuals with career management, graduate/professional school preparation, work searches, and personal goal-setting. Services include program delivery, workshops and special events, one-on-one consultations with advisors, and provision of educational resources.		
<b>Vital:</b> No		<b>PIB:</b> Yes
<b>Authority:</b> BoG Policy GA4: Records Management		<b>Date Approved:</b> 20220729
<b>Secondary No.</b>	<b>Secondary Title</b>	<b>Retention, Destruction &amp; Disposition</b>
01	<b>Policies and Procedures</b>	EV+5Y, FR  EV=Date record is superseded or obsolete FR=UA will fully retain records from this series
05	<b>General</b>	EV+5Y, D  EV=Date record is superseded or obsolete
10	<b>Advising</b>	AY+1Y, D
25	<b>Partnerships</b>  Records supporting engagement and liaison with students, employers and Faculty.	AY+5Y, SR  SR=UA will selectively retain records from this series
27	<b>Programs</b>  Workshops, special events.	AY+5Y, SR  SR=UA will selectively retain records from this series



28	<p><b>Projects</b></p> <p>Time-bound initiatives that may become part of regular programming.</p>	<p>AY+5Y, SR</p> <p>SR=UA will selectively retain records from this series</p>
60	<p><b>Reports</b></p>	<p>CY+5Y, SR</p> <p>SR=UA will selectively retain records from this series</p>
<p><b>Acronym Key.</b> 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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year</p>		