



TL7000: Teaching and Learning – Academic Calendars and Scheduling		
University of British Columbia RECORDS SCHEDULE		Schedule Number: TL7000
Primary Title: Academic Calendars and Scheduling		Office of Primary Responsibility (OPR): UBCV: Registrar’s Office; Graduate Studies UBCO: Enrolment services; Graduate Studies
<p>The graduate and undergraduate calendars provide official information about academic courses, programs, plans as well as general information about the University. The course catalogue is the source for course listings in the academic calendars and the schedule of classes, and includes current course descriptions and the history of course changes.</p> <p>The official records are the final versions of academic calendars, course catalogues, class schedules, and final examination schedules (preliminary versions/drafts and related communications are transitory records and can be destroyed as soon as the final version is issued.</p>		
Vital: Yes		PIB: No
Authority: University Act [RSBC 1996] Chapter 468		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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete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	Academic Calendars The course listings and academic programs/plans described in the calendars represent Senate-approved requirements and electives for completion of degree or certificate requirements.	AY+10Y, FR FR=UA will fully retain academic calendars
15	Course Catalogue	AY+10Y, FR FR=UA will fully retain course catalogues



	Senate approved descriptions of undergraduate and graduate courses.	
19	Examination Schedule The examination schedule is prepared each term for most graduate and undergraduate final examinations held during the formal examination period.	AY+5Y, D
25	Schedule of Classes The schedule of classes offered in each term.	AY+5Y, D
60	Reports	CY+5Y, SR SR= University Archives 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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		