



<b>TL7150: Teaching and Learning – Experiential Learning Co-op, Exchange Programs</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> TL7150
<b>Primary Title:</b>  Experiential Learning Co-op, Exchange Programs		<b>Office of Primary Responsibility (OPR):</b> UBCV: UBC Co-op Vancouver; Student Services; Go Global UBCO: UBC Co-op Okanagan, Student Services; Go Global
Records of the management and administration of co-operative work/study programs and other experiential learning programs, such as internships, practicums, and exchange programs.		
<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	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	<b>General</b>	EV+5Y, D  EV=Date superseded or obsolete
10	<b>Co-ops</b>	AY+6Y, D
15	<b>Exchange Programs</b>  The records include exchange program applications, supporting documentation (e.g., copies of transcripts), correspondence, and other documents related to exchange program management and administration.	AY+6Y, D
25	<b>Internships and Practicums</b>	AY+6Y, D
45	<b>Issues</b>	AY+6Y, D



60	<b>Reports</b>	CY+6Y, SR  SR=UA will selectively retain records from this series
<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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		