



TL7300: Teaching and Learning – Student Work, Examinations, Theses		
University of British Columbia RECORDS SCHEDULE		Schedule Number: TL7300
Primary Title: Student Work, Examinations, Theses		Office of Primary Responsibility (OPR): UBCV: Faculties, academic departments and schools; UBC Co-op Vancouver UBCO: Faculties, academic departments and schools; UBC Co-op Okanagan
Records of student work including examinations, paper and other course assignments that, for whatever reason, was not passed back to the student. Also includes Master or Doctoral level theses for library deposit.		
Vital: No		PIB: Yes
Authority: Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165 Archival Records Guideline		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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
15	Examination Papers and Course Assignments Work submitted by students for evaluation in accordance with course or program requirements and evaluated by the course instructor or delegate and not returned or picked up by the student.	AY+1Y, D
25	Theses	AY, FR



	Records of the submission of approved master and doctoral theses for deposit in the University Library.	FR=University Library retains Theses permanently
45	Issues	AY+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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		