



UG8050: University Governance – Academic Governance – Senate		
University of British Columbia RECORDS SCHEDULE		Schedule Number: UG8050
Primary Title: Academic Governance - Senate		Office of Primary Responsibility (OPR): UBCV: UBC Vancouver Senate Secretariat UBCO: UBC Okanagan Senate Secretariat
<p>Records relating to the administration of academic matters by the Senates for the Vancouver and Okanagan campuses including the Council of Senates, including topics such as admissions, examination policy, academic discipline, student awards, approval of course curriculum and new departments and conferral of degrees and Academic Calendar.</p> <p>Note: The OPR for the President’s Advisory Committee on Student Discipline is the Office of the President.</p> <ul style="list-style-type: none"> For course and curriculum development at the Teaching and Learning level see TL7050: Teaching and Learning – Course and Curricular Development 		
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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete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 Calendar	CY+5Y, FR
20	Committees Standing Committees such as: Academic Policy, Admissions, UBCO Academic Calendar, etc.	CY+5Y, FR FR=UA will fully retain records from this series



30	<p>Correspondence</p> <p>Consists of general correspondence and public letters/announcements. Classification applies irrespective of format, and includes email. The following email addresses are specifically in scope: vancouver.senate@ubc.ca and okanagan.senate@ubc.ca</p>	<p>CY+5Y, FR</p> <p>FR=UA will fully retain records from this series</p>
45	<p>Issues</p>	<p>CY+10Y, SR</p> <p>SR=UA will selectively retain records from this series</p>
60	<p>Reports</p>	<p>CY+5Y, FR</p> <p>FR=UA will fully retain records from this series</p>
70	<p>Strategic Planning</p>	<p>CY+5Y, SR</p> <p>SR=UA will selectively retain records from this series</p>
80	<p>Proceedings</p> <p>Consists of official Senate meeting packages, including documentation for open and closed parts of meetings. These are the official records, and should be managed as such irrespective of the posting of public minutes on the Senate website(s).</p>	<p>CY+5Y, FR</p> <p>FR=UA will fully retain records from this series</p>
<p>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; Y=Year</p>		