



UG8200: University Governance – Strategic Governance – President and Vice Chancellor		
University of British Columbia RECORDS SCHEDULE		Schedule Number: UG8200
Primary Title: University Strategic Governance - President and Vice Chancellor		Office of Primary Responsibility (OPR): UBCV: Office of the President; Vice-Chancellor UBCO: Deputy Vice-Chancellor
Records relating to oversight and direction for the operation of the university by the President and Vice-Chancellor on the Vancouver campus and the Deputy Vice Chancellor at UBC’s Okanagan Campus.		
Vital: Yes		PIB: No
Authority: University Act (RSBC 1996) Chapter 468, ss. 59-65 BoG Policy GA5: Vancouver Archives Policy		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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
20	Committees Records of standing and ad hoc committees, advisory groups, and advisory councils. For the Office of the President, pursuant to the University Act, specifically includes the President’s Advisory Committee on student discipline.	CY+5Y, FR FR=UA will fully retain records from this series
30	Correspondence Consists of general correspondence and public letters/announcements. Classification applies irrespective of	CY+5Y, FR FR=UA will fully retain records from this series



	format, and includes email. Role-based email addresses are in scope.	
45	Issues	CY+10Y, SR SR=UA will selectively retain records from this series
70	Strategic Initiatives Strategic Plan; President’s Roundtables; Statement of Apology, etc.	CY+5Y, FR FR=UA will fully retain records from this series
60	Reports Consists of reports received and created by the Office of the President, specifically those concerning the submissions of the President’s Team, including Senior Advisors, VPs, Audit and Risk Officer, Ombudsperson, University Counsel.	CY+5Y, FR FR=UA will fully 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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; Y=Year		