



AD1150: Administration – Legal Services		
University of British Columbia RECORDS SCHEDULE		Schedule Number: AD1150
Primary Title: Legal Services		Office of Primary Responsibility (OPR): UBCV: Office of the University Counsel; UBC Library (Copyright) UBCO: Office of the University Counsel; UBCO Library (Copyright)
<p>Records in this series support the function of legal services including legal advice, dispute resolution, contract signing process, access to information and protection of privacy requests. The primary also includes lawsuits and precedents.</p> <ul style="list-style-type: none"> For records associated with privacy impact assessments (PIA) see PriSM Program ER2500: Enterprise Risk and Security – Risk Management Services General For Board of Governance policy development see UG8150: University Administrative Governance For Investigations under BoG Policy SC7: Discrimination or SC17: Sexual Misconduct and Sexualized Violence Policy see ER2600: Enterprise Risk and Security – Discrimination and Sexual Misconduct Investigations For Tribunals associated with scholarly integrity see RA5800: Research Administration – Scholarly Integrity – Investigation Management 		
Vital: Yes		PIB: Yes
Authority: BC Law Society Closed Files Retention and Disposition: 2017		Date Approved: 20220922
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, P
05	General	CY+5Y, P
10	Freedom of Information Requests (File by request number)	CY+7Y, P (Offices) CY+3Y, D
11	Advice	CY+7Y, P
14	Contract Review	CY+7Y, P
15	Copyright Services	EV+7Y, D



20	Committees	CY+5Y, P
23	Litigation and Claims Management	EV+7Y, P EV=Date lawsuit is settled P=Office of Legal Counsel will permanently retain records pertaining to Lawsuits.
28	Precedents	CY+5Y, P
30	Correspondence	CY+5Y, P
41	BoG Signing Authorities & Resolutions	EV, D EV=Retain as long as current D=These records originate in the Board of Governors and are retained permanently there, therefore these records can be destroyed when no longer required
45	Issues	CY+ 5Y, P
60	Reports	CY+5Y, 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noted; OPR=Office or Department responsible for source of truth records; P=Permanent retention by OPR; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		