



<b>UG8000: University Governance – Academic Governance – Provost</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> UG8000
<b>Primary Title:</b>  University Academic Governance - Provost		<b>Office of Primary Responsibility (OPR):</b> Provost & VP Academic (Academic Integrity Hub)
Records related to academic governance by Provost and Vice-President Academic on Vancouver and Okanagan campuses.		
<b>Vital:</b> Yes		<b>PIB:</b> No
<b>Authority:</b> BoG Policy GA5: Vancouver Archives University Act [RSBC 1996] Chapter 468		<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>  Final versions, exclusive of drafts or other source documents. Articulates how and the principles by which the office shall operate. Example: manuals.	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series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	EV+5Y, D  EV=Date superseded or obsolete
20	<b>Committees</b>  Indigenous Strategic Plan Implementation Committee, Associate Deans Academic & Associate Deans Students Committee, etc.	CY+5Y, FR  FR=UA will fully retain records from this series
30	<b>Correspondence</b>  Consists of general correspondence and public letters/announcements. Classification applies irrespective of format, and includes email. The following email addresses are	CY+5Y, FR  FR=UA will fully retain records from this series



	specifically in scope: <a href="mailto:provost.vpa@ubc.ca">provost.vpa@ubc.ca</a>	
40	<b>Initiative Development and Implementation</b>	CY+5Y, FR  FR=UA will fully retain records from this series
45	<b>Issues</b>	CY+10Y, SR  SR=UA will selectively retain records from this series
50	<b>Reviews and Quality Assurance</b>	CY+5Y, FR  FR=UA will fully retain records from this series
60	<b>Reports</b>	CY+5Y, FR  FR=UA will fully retain records from this series
70	<b>Strategic Planning</b>  Includes Strategic Budgeting Presentations and Strategic Funding (Awards) as well as Deans' Retreat files.	CY+5Y, FR  FR=UA will fully retain records from this series
80	<b>Direct Report Files</b>	CY+5Y, FR  FR=UA will fully retain records from this series
<p><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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year</p>		