



<b>FM3450: Financial Management – Treasury</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> FM3450
<b>Primary Title:</b>  Treasury		<b>Office of Primary Responsibility (OPR):</b> Finance & Operations - Treasury
Records supporting the control, oversight, management and investment of the university’s funds as well as to ensure that capital and liquid assets are available when required. Records also include liaison with regulating bodies.		
<b>Vital:</b> Yes		<b>PIB:</b> No
<b>Authority</b> BoG Policy FM5: Endowment Policy BoG Policy FM10: Retained Risk Policy BoG Policy FM11: Capital Projects Policy Budget Transparency and Accountability Act [SBC 2000] Chapter 23		<b>Date Approved:</b> 20220906
<b>Secondary No.</b>	<b>Secondary Title</b>	<b>Retention, Destruction &amp; Disposition</b>
01	<b>Policies and Procedures</b>	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series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	EV+5Y, D  EV=Date superseded or obsolete
10	<b>Contracts, Leases and Housing Agreements</b>  Includes signed copies of all contracts, leases and housing agreements. Also includes white label files	EV+7Y, SR  EV=Date contract or lease ends SR=UA will selectively retain records from this series
14	<b>Financial Planning and Analysis (Risk management)</b>	FY+12Y, SR  SR=UA will selectively retain records from this series
16	<b>Funding</b>	FY+12Y, SR



		SR=UA will selectively retain records from this series
19	<b>Investment Management</b>	FY+12Y, SR  SR=UA will selectively retain records from this series
25	<b>Relationship Management &amp; Correspondence</b>	FY+12Y, SR  SR=UA will selectively retain records from this series
27	<b>Revenue Accounting</b>	FY+12Y, SR  SR=UA will selectively retain records from this series
31	<b>Tax and Treasury Accounting</b>	FY+12Y, SR  SR=UA will selectively retain records from this series
45	<b>Issues</b>	CY+5Y, D
60	<b>Reports</b>  Includes quarterly reporting requirements.	CY+5Y, SR  SR=UA will selectively 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 records; P= Permanent retention by OPR; SO=When superseded or obsolete; SR=Selective Retention by University Archives; Y=Year</p>		