

IM4670: Information Management – Information Systems Operations		
University of British Columbia RECORDS SCHEDULE		Schedule Number: IM4670
Primary Title: Information Systems Operations		Office of Primary Responsibility (OPR): Information Technology - Operations
<p>The purpose of IM 4670 is to document the destruction of user acceptance testing (UAT) environments, back ups and deleted records and data from UBC software and systems. Also includes routine LOG files.</p> <ul style="list-style-type: none"> • For log files associated with a security event see ER2550-10 • For log files associated with discrimination or sexual misconduct see ER2600 • For log files associated with student misconduct see ST6750 • For log files associated with Internal Audit and Investigations see FM3250 		
Vital: Yes		PIB: No
Authority: GA4: Records Management SC14: Acceptable Use and Security of UBC Electronic Information and Systems SCM8: Logging and Monitoring of UBC Systems		Date Approved: 20230427
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+90 Days, D EV=when record is superseded or obsolete
10	Back-up Data Includes copies of data created for the sole purpose of restoring data after a system failure or disaster. Includes virtual server backups and migration data.	90 Days, D D=Automated destruction
15	Deleted Data Includes data deleted manually then held by the system for a further time period before unrecoverable deletion.	30 Days, D D=Automated destruction

25	<p>LOG Files Includes application, server, website, system, audit, event, and similar logs.</p> <p>Note: See cross references for LOG files that are part of an investigation.</p>	<p>1Y, D, (Enterprise Resource Planning System ERPs)</p> <p>90 days, D (all other log files)</p> <p>D=Automated destruction</p>
42	<p>UAT/TST Environments</p>	<p>EV+90 Days, D EV= Last usage</p> <p>Retain to a maximum of 1 Y</p>
45	<p>Issues</p>	<p>CY+5Y, D</p>
60	<p>Reports</p>	<p>CY+5Y, SR</p> <p>SR=UA will selectively 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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; Y=Year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>		