



<b>AD1200: Administration – Office Management</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> AD1200
<b>Primary Title:</b>  Office Management		<b>Office of Primary Responsibility (OPR):</b> All Offices
General records required for daily running of the office. The records include: office manuals, trackers, mailing and distribution lists; routine, one-time communications (e.g., email, voicemail) with individuals or external organizations which are not required to document the unit’s programs or service delivery; office and individual appointment calendars; faculty and staff contact lists; records of staff meetings concerning routine administrative matters; room bookings; scheduling, including virtual systems.		
<b>Vital:</b> No		<b>PIB:</b> No
<b>Authority:</b> BoG Policy GA4: Records Management		<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>  Includes manuals.	EV+5Y, SR  EV=Date superseded or obsolete SR=UA will selectively retain records from this series
05	<b>General</b>	EV+5Y, D  EV=Date superseded or obsolete
20	<b>Staff Meetings</b>	CY+5Y, D
30	<b>Communications</b>	CY+2Y, D
33	<b>Scheduling / Appointments</b> (Includes virtual systems)	EV+ 2Y, D EV=Date of appointment
35	<b>Trackers and Lists</b>	EV+1Y, D  EV=Date list is superseded
45	<b>Issues</b>	CY+5Y, D
60	<b>Reports</b>	CY+5Y, SR



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<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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		