



SC6300: Student and Community Services – Equity, Diversity, and Accessibility		
University of British Columbia RECORDS SCHEDULE		Schedule Number: SC6300
Primary Title: Equity, Diversity, and Accessibility		Office of Primary Responsibility (OPR): UBCV: Equity and Inclusion Office; Student Development & Services, Centre for Accessibility UBCO: UBC Equity and Inclusion Office
<p>Records supporting equity, education, and proactive initiatives in the service of building a respectful environment at the university. Records include advising around human rights and conflict engagement and institutional capacity and knowledge building. This primary also includes the administration of funds supporting community-based initiative enhancing equity, diversity, inclusion, and intercultural understanding at UBC.</p> <ul style="list-style-type: none"> • For student accommodation see ST6700-10: Students – Learner Administration – Student Records – Accommodation Management • For strategic planning see UG8450: University Governance – Departmental Governance 		
Vital: No		PIB: Yes
Authority: Human Rights Code [RSBC 1996] Chapter 20		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
10	Accommodation Management	CY+7Y, D
12	Advising Includes one-to-one advising only.	CY+2Y, D
15	Conflict Engagement and Resolution	CY+7Y, D



	Involves multiple stakeholders. Includes formal and informal resolutions.	
18	Equity Resource Library	EV+3Y, SR EV=Date resource is superseded or obsolete SR=UA will selectively retain resources created originally by the Equity and Inclusion office.
20	Committees Working groups, Inclusion Action Plan Advisory Committee.	CY+5Y, FR FR=UA will fully retain committee records from this series
21	Fund Administration Includes Equipment accommodation fund, Equity Enhancement Fund.	CY+7Y, SR SR=OPR will retain tracking sheet and destroy remainder
25	Programs and Campaigns Includes Accessibility Shuttle program.	CY+5Y, SR SR=UA will selectively retain from this records series
35	Workshop, Presentation, & Event Facilitation Includes training and education workshops.	EV+5Y, D EV=Date superseded or obsolete
40	Training Resource Development	EV+5Y, D EV=Date superseded or obsolete
60	Reporting	CY+5Y, FR FR=UA will fully retain records from this series
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; UA=University Archives; Y=Year		