



AD1500: Administration – Computer-Generated Statistical Reports		
University of British Columbia RECORDS SCHEDULE		Schedule Number: AD1500
Primary Title: Computer-Generated Statistical Reports		Office of Primary Responsibility (OPR): All units
<p>Records include computer-generated statistical reports on university activities, where the reporting of those statistics does not fall under another Record Retention Schedule. Includes, but not limited to, statistical reports of data stored in systems (e.g. LabStats and PowerBI). Excludes statistical reports generated by an individual or an analysis of a statistical report created by an individual.</p> <p>Reports created by an individual that include statistical information are likely to fall under an existing Records Retention Schedule:</p> <ul style="list-style-type: none"> • For records related to reports to government, see AD1100: Administration - Government and External Relations • For records related to ERA reports, see ER2500: Enterprise Risk and Security - Risk Management Services • For records related to alumni/donor reports, see UD7600: University Development - Donor and Alumni Engagement • For records related to reports to the Board of Governors, see UG8150: University Governance - Administrative Governance, Board of Governors • For records related to financial information, see FM3450: Financial Management – Treasury • For records related to student financial aid, see ST6900: Students - Student Awards, Bursaries and Scholarships • For records related to policy reports and investigations including the Sexual Misconduct Policy, see ER2600: Enterprise Risk and Security - Discrimination and Sexual Misconduct Investigations • For records related to LOG Files and Information Systems Reports, see IM4670: Information Management - Information Systems Operations • For records related to student health and wellness, see SC6250: Student and Community Services - Counselling, Health, Wellness and Support Services 		
Vital: No		PIB: No
Authority: BoG GA4, Records Management		Date Approved: 20231005
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, D



		EV=when record is superseded or obsolete
05	General	CY+1Y, D
10	Statistical Reports	EV+2Y, D EV=date report was created
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		