



SC6250: Student and Community Services – Counselling, Health, Wellness and Support Services		
University of British Columbia RECORDS SCHEDULE		Schedule Number: SC6250
Primary Title: Counselling, Health, Wellness & Support Services		Office of Primary Responsibility (OPR): UBCV: Student Health Services; Sexual Violence Prevention and Response Office; UBC Health Clinic UBCO: UBCO Health and Wellness; Sexual Violence Prevention and Response Office
Records supporting programming and delivery of student health and wellness at the university. Includes patient case files in health clinics, counselling records as well as the training and education on health topics.		
Vital: Yes		PIB: Yes
Authority BoG Policy SC17: Sexual Misconduct and Sexualized Violence Policy Health Professions Act, [RSBC 1996] Chapter 183 College of Psychologists of British Columbia, Code of Conduct, section 13.1, 13.3 College of Physicians and Surgeons of British Columbia, Practice Standards, section 3-6 BC College of Nurses & Midwives, section 185		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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
15	Medical Records (Clinic Case Files)	EV+16Y, D EV=Date of last contact or 16 years after 19 th birthdate (for those under 19 at last birthday)



19	Program Delivery Includes Wellbeing programs, as well as Health Promotion, and Educational Outreach.	EV+5Y, SR EV=Date superseded or obsolete SR=UA will selectively retain records from this series
25	Support Services & Counselling (Case Files)	EV+7Y, D EV=Date of last contact or 7 years after 19 th birthdate (for those under 19 at last birthday)
45	Issues	CY+7Y, D
60	Reports	CY+5Y, SR SR=UA will selectively retain records from this series
61	Anonymized Statistics	CY+7Y, SR SR=UA will selectively retain records from this series
<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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year</p>		