

AD9130 Project and Collaborative Document Application Management

University of British Columbia RECORDS SCHEDULE		Schedule no: AD9130	
Primary Title Project and Collaborative Document Application Management		Office of Primary Responsibility: Infrastructure: Communication & Collaboration Services, UBC IT Content: All offices	
SC: Project and Collaborative Document Application Management refers to any platform used for collaboration, content management or file storage such as SharePoint, Slack, MS Teams, Zoom <u>Contains secondaries</u> Other record series associated with Project and Collaborative Document Application Management will be added to this retention schedule as retention is defined			
Authority		Approval Date: Dec 9, 2020	
Transitory Information Schedule			
VITAL	PI	RETENTION	DISPOSITION
NO	NO	OPR= EV+90 Days NON-OPR= 90 Days	OPR: D NON-OPR: D

AD9130 Secondaries

Secondary No. Secondary

-01	<p>Policies and Procedures</p> <ul style="list-style-type: none"> • EV=SO, where that reflects updates to documents
-30	<p>Instant Messaging (Chat)</p> <p>Instant messaging as part of any collaboration software is used for transitory and routine communication only. Do not use any instant messaging system to store records, make project or business decisions.</p> <p>Definition Note:</p> <p>MS Teams Chat: One-to-one or one-to-many conversations outside of a Teams site (equivalent to Instant Messaging)</p> <ul style="list-style-type: none"> • Subject to retention and disposition policies defined in this document <p>MS Teams Channel: One-to-one or one-to-many conversations within a Teams site</p> <ul style="list-style-type: none"> • Not subject to retention and disposition policies defined in this document <p>EV=Date of message</p>