



Archival Records

A RECORDS MANAGEMENT OFFICE GUIDELINE

Introduction

The following document outlines records within units at the University of British Columbia and the broader campus community that may be archival. Many official university records will have legislated retention periods, and all university records not considered to have archival value should be destroyed following university [records retention schedules](#). The university's retention schedules will govern retention decisions for most records; however, documents that have not been captured by retention schedules may still be of interest – please consult with the University Archives before destroying any records. For private records donations or further information, please [contact us](#).

Campus Community Records

Records from the campus community are vital records in enriching our understanding of the broader UBC community. Community records are created by UBC Associations, Clubs, and Societies. Records from UBC community organizations are of significant interest to the University Archives. Some examples include records from:

- **The student-run Radio Society**
- **The Alumni Association**
- **Faculty Women's Club**
- **Graduate Student Society**

University Records

University records selected for archival retention by the University Archives will detail the origins, the structure, the curriculum, and the decision making at UBC. Board of Governors, President's Office and Senate records are essential records of decision-making and are retained. Documents that detail the university's origins and growth, a Faculty, Department, Centre, Institute or a Unit, are essential historical records and must be preserved. Examples of such records are:

- Incorporation papers
- Deeds
- Leases
- Planning documents
- Contracts
- Agreements

In many cases, there is a traditional ceremony or public announcements related to the unit's origin, and the resultant invitations, correspondence, and photographs may hold archival value as well.

The Archives is interested in the original version of the records. In some cases, this is not possible due to loss; however, it is important to remember that duplicate material and material created by other units are not generally considered archival. Circulation copies and supporting papers are most often not acquired. Any archival records received by the archives should be inactive and no longer in day-to-day use by the unit.

Administrative Records

These records are **common** to all units at UBC and have archival value. Documents that detail how the university or its units are managed and any administrative or organizational changes over time are essential records. Record types can include:

- Reviews and audits
- Materials for special events such as conferences, or lecture series, fundraisers, celebrations
- Minutes of central decision-making committees
- Policies and procedure manuals
- Organizational charts, architectural plans, and drawings
- Correspondence/Memos by directors, chairs, and other primary staff members
- Reports such as annual reports, project reports and studies
- Financial records, e.g. yearly statements, audits, and summary reports

Operational Records

These are records **unique** to the individual unit's operations, are not captured elsewhere at UBC and may have archival value. Some examples include:

- Units within Medicine may retain resident records
- Land and Building Services may maintain records of electrical wiring
- Campus Security may keep records of security incidents on campus

These are just examples but indicate that individual units create and retain unique records to their particular department. Units that perform a unique function on campus need to consider which records best reflect their activity.

Other Record Formats

Photographs, Film, Audio, DVDs, etc.

Any photographic or audiovisual material that provides a visual or audio record of the university and its activities is a university record and may hold archival value.

Publications

While archives generally do not acquire publications, we are interested in student and alumni publications, newsletters, bulletins, promotional materials for university events and programs.

Digital Storage Media

Floppy discs, flash drives, compact discs etc.; if your unit does have records on digital storage media, please consult with archives staff before reviewing the records. Correct forensic handling of digital media is required to preserve metadata.

Electronic Records

Our digital preservation program is currently in development. The Records Management Office (RMO) has developed the MoveIt app to transfer electronic records, and the RMO e-warehouse can facilitate both bit-level preservation through integrity checks. If you have electronic records you believe are archival, please contact us for further details and to determine if we can assist.



Records Not Usually Acquired

In general, records related to staff, faculty, and students are not acquired if they contain personal information such as names, dates of birth, credit card numbers, addresses etc. Other documents that the archives does not usually acquire:

- Graded student work
- Material relating to individual employees' job performance
- Personal records neither created nor received in connection with the university's activities
- Records of minor committees whose main minutes are summarized at a higher level
- Objects (with some exceptions)



DOCUMENT CONTROL		
Revision	Issued For	Date
0	Use	20150706
1	Use; updated document formatting	20150903
2	Use; fixed errors	20150903
3	Use; major content update	20210329
4	Use; updated document formatting	20210406