

University of British Columbia RECORDS SCHEDULE		Schedule no: AD9125	
Primary Title Email Applications		Office of Primary Responsibility: Infrastructure: Communication & Collaboration Services, UBC IT/ Email content: All offices	
This series currently includes UBC Faculty & Staff Email (FASmail) only. FASmail is an enterprise email service for serving staff, faculty and student employees of the University of British Columbia. Not Used For: Student and alumni email (SAmail), or email on other systems used at the university but outside of the FASmail system			
<u>Contains secondaries</u> Other secondaries may be added to Email Applications retention schedule as retention is defined.			
VITAL	PI	RETENTION	DISPOSITION
YES	YES	See secondaries	OPR: D NON-OPR: D
Authority: Transitory Records Schedule BC Freedom of Information and Protection of Privacy (1996) s. 31		Date approved: Dec 09, 2020	

AD9125 Secondaries

Secondary No Secondary

AD9125-01 **Policies and Procedures**

AD9125-05 **General**

AD9125-81 **Conversation history** (Skype-for-Business instant messaging)
Automatically generated and transmitted instant message chat logs originating in a messaging application and delivered as transcripts to a generic folder called "Conversation History."
Note: Retain records documenting decisions in the appropriate space centrally (shared drive, or other central system or platform used for department recordkeeping).

Retention: 90 days, D. EV=trigger is based on date of message

AD9125-82 **Deleted Items, Junk E-Mail, RSS Feeds**
This schedule is associated with email stored in Microsoft Outlook's standard generic folders including: Deleted Items, Junk Email, and RSS Feeds defined as:
Drafts: Unsent messages, created by the user, compiled by automatic or deliberate capture
Deleted items: Messages, created or received by the user, which are categorized by the user as having no recordkeeping value

Junk Email: Received messages compiled by automatic or deliberate capture that are categorized as having no meaningful relationship to the user's work. May be spam email.

RSS Feeds: Notifications, received by the user, pertaining to subscriptions to serial web content.

Note: Retain records documenting decisions in the appropriate space centrally (shared drive, or other central system or platform used for department recordkeeping).

Retention: EV+ 90 days/D EV=trigger is based on date of message

AD9125-83

Inactive FAS mailbox

Inactive FASmail mailbox means a UBC FASmail mailbox belonging to an individual whose employment status has been declared as inactive by UBC Human Resources. This does not include the FASmail mailboxes belonging to faculty with emeritus status, employees on any type of protracted leave, such as sabbatical, parental, medical, or any other leave defined by UBC Human Resources.

Retention: EV+1Y/D EV=trigger based on date of inactivity
