**LLNNNN: Administration – Email Applications**

**University of British Columbia**

**RECORDS SCHEDULE**

**Primary Title:** Email Applications

**Schedule Number:** LLNNNN

**Office of Primary Responsibility (OPR):**
Communication & Collaboration Services,
UBC IT

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.

**Note:** This primary does not include Student and alumni email (SAmail), or email on other systems used at the university but outside of the FASmail system.

**Vital:** Yes

Legislation or governance which mandates how the records are handled.

**PIB:** Yes

Personal Information Bank - do the records contain a collection of personal information capable of being retrieved using a personal identifier (e.g. student #, SIN, name)?

**Authority:** Transitory Records Schedule

**Date Approved:** 20201220

<table>
<thead>
<tr>
<th>Secondary No.</th>
<th>Secondary Title</th>
<th>Retention, Destruction &amp; Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Policies and Procedures</td>
<td>EV+5Y, FR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EV=when record is superseded or obsolete; FR=University Archives will fully retain records from this series</td>
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<tr>
<td>05</td>
<td>General</td>
<td>EV+5Y, D</td>
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<tr>
<td></td>
<td></td>
<td>EV=when record is superseded or obsolete</td>
</tr>
<tr>
<td>NN</td>
<td>Deleted Items, Junk E-Mail, RSS Feeds</td>
<td>EV+90days, D</td>
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<tr>
<td></td>
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<td>EV=Based on the date of the message; D=Automated destruction</td>
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</tbody>
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**Acronym Key:**
- **AY** = Academic Year
- **CY** = Calendar Year
- **D** = Destroy
- **EV** = Event
- **FR** = Full Retention by University Archives unless otherwise noted
- **OPR** = Office or Department responsible for source of truth records
- **SO** = When superseded or obsolete
- **SR** = Selective Retention by University Archives
- **UA** = University Archives
- **Y** = Year

Look here for an explanation of acronyms used in the schedules.