



Function - Title

Alphanumeric code

LLNNNN: Administration – Email Applications

University of British Columbia
RECORDS SCHEDULE

Schedule Number: LLNNNN

Primary Title:
Email Applications

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

Unit responsible for "source of truth" records

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.

Do the records support the resumption of operations if there is a disaster?

Vital:
Yes

Legislation or governance which mandates how the records are handled.

Authority:

Transitory Records Schedule

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)?

PIB:
Yes

Date Approved:
20201220

Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=when record is superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=when record is superseded or obsolete
NN	Deleted Items, Junk E-Mail, RSS Feeds	EV+90days, D EV=Based on the date of the message D=Automated destruction

This column specifies how long to retain the records and what to do after that time period is complete.

Retention codes are formatted by file closure event [EV=event trigger] + the retention period [90days], and the final disposition of the record after the defined retention [D=destroy]

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University Archives unless otherwise noted; OPR=Office or Department responsible for *source of truth* records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year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.