



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

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

PIB:

Yes

Authority:

Transitory Records Schedule

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01	Policies and Procedures	EV+5Y, FR EV=when record is superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=when record is superseded or obsolete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

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Archives unless otherwise noted; OPR=Office or Department responsible for *source of truth* records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year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