



AD1100: Administration – Government and External Relations		
University of British Columbia RECORDS SCHEDULE		Schedule Number: AD1100
Primary Title: Government and External Relations		Office of Primary Responsibility (OPR): UBCV: Government Relations; External Relations; all units UBCO: University Relations
<p>Records in this series reflect UBC’s relationships and connections with government, corporations, community groups and the general public. Includes support for internal stakeholders in building and maintaining effective university-wide communication with government.</p> <p>Records support advising, strategizing, and issues management in matters relating especially to government.</p> <ul style="list-style-type: none"> • For records related to event planning and campus visits, see CE2000: Ceremonies, Events, and Conferences • For records involving the Campus and Community Planning Portfolio, see block CC: Campus and Community Planning • For records involving media relations, branding and marketing, see AD1000: Administration – Communications and Marketing • For communication with the Learning Exchange, see SC6200: Student and Community Services – Community-based Programming 		
Vital: No		PIB: No
Authority: Lobbying Act [R.S.C. 1985], c. 44		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures Includes templates for registering lobbyists and monthly reports.	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	CY+5Y, D
10	Government and External Relations Correspondence with VPs and administration of various portfolios. Includes correspondence with government departments and	CY+5Y, SR SR=UA will selectively retain records from this series



	officials, minutes of meetings and discussions, invites extended from the Office of Government Relations to officials, and completed Lobbyist Registration forms. Records for users to help in their communication such as speaking points, briefing notes, background information. Strategic direction and advice for building successful partnerships.	
15	Internal Consultations Consultations with internal users to help develop their government communications plan. This includes correspondence regarding government-related events, contact information.	CY+5Y, D
45	Issues	CY+5Y, D
60	Reports Includes disclosure required for oral and arranged communications with federal government (Monthly Return [communications entry] Templates).	CY+5Y, SR SR=UA will selectively retain records from this series
Acronym Key. AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for <i>source of truth records</i> ; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		