



CC1500: Campus and Community Planning – Building, Utility, and Property Mapping		
University of British Columbia RECORDS SCHEDULE		Schedule Number: CC1500
Primary Title: Building, Utility and Property Mapping		Office of Primary Responsibility (OPR): UBCV: Campus and Community Planning UBCO: Campus Planning
Records documenting mapping of the university’s infrastructure and properties. See details in secondaries below.		
Vital: Yes		PIB: No
Authority BoG Policy UP12: Land Use Policy		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	CY+5Y, D
10	Building Facilities – Internal (UBC) Records regarding mechanical drawings of UBC buildings or property, received from consultants.	EV+0Y, FR EV=Date when superseded or obsolete FR=UA will fully retain records from this series
11	Building Facilities – External (Non UBC buildings) Records regarding mechanical drawings of non-UBC buildings or property received from consultants or developers.	EV+0Y, D EV=Date superseded or obsolete
15	Engineering Survey	CY+1Y, FR FR=UA will fully retain records from this series



	Records regarding survey of construction areas and placement of services.	
25	Legal Base Mapping Records regarding the management and production of legal base prints of streets, zoning and lot size, such as electronic legal survey fabric and parcel survey fabric.	EV+1Y, D EV=Date superseded or obsolete
35	Utility Mapping Records regarding utility mapping production and management, such as joint utility mapping, electronic and paper formats, storm and sanitary laterals, waterworks, gas and hydro. Also includes drainage profiles, cross sections and dry ponds.	EV+1Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
45	Issues	CY+5Y, D
60	Reports	CY+5Y, FR FR=UA will fully retain records
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</i> records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; Y=Year		