



CC1550: Campus and Community Planning – Community and Infrastructure Planning		
University of British Columbia RECORDS SCHEDULE		Schedule Number: CC1550
Primary Title: Community and Infrastructure Planning		Office of Primary Responsibility (OPR): UBCV: Campus & Community Planning; Treasury UBCO: Campus Planning
Records associated with the inventory, planning and development of the UBC Campus and community. See below for more details.		
<ul style="list-style-type: none"> For records detailing Facilities see PF5100: Properties and Facilities Management – Facilities and Lands 		
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 Includes logos and templates.	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	CY+5Y, D
06	Planning General Records regarding development planning and activities required prior to disposition or lease of UBC owned land, such as project schedules, maps, photographs, copies of consultant proposals, forecasts, plans and servicing costs. Also includes planning for subsidized housing projects.	EV+3Y, SR EV=Date UBC no longer owns the land SR=UA will selectively retain records of lands owned by UBC
10	Addressing Includes address assignment, in new subdivisions and developments, such	CY+11Y, SR SR=UA will selectively retain records from this series



	as plans showing boundaries, street and subdivision name, addressing reports, maps and photographs, copies of submissions and approvals.	
11	Adjacent Municipality Monitoring Records regarding monitoring of land development in adjacent municipalities, such as copies of plan applications.	CY+5Y, SR SR=UA will selectively retain records from this series
13	Block Profiles Records regarding block profiles of all areas throughout UBC, such as drawings, block profile books, aperture cards and original hard copy drawings.	EV+0Y, FR EV=Date records are no longer required FR=UA will fully retain records
15	Building Grades	EV+0Y, FR EV=Date records are no longer required FR=UA will fully retain records Note: Building Grades from external sources can be destroyed 2 years after no longer required
19	Development Records regarding UBC owned land, commercial, industrial, residential, or farmland, to be developed, serviced and sold or leased, such as design and planning information, joint ventures, marketing, copies of contract & tenders, development agreements, specifications and drawings, outline plans, activity reports, proposals, preliminary evaluation, activity reports and meetings. Also includes CCP and OCP, land use redesignation, road closure plans, concept plans, policy discussion reports etc.	EV+3Y, SR EV=Development finalized or development not proceeding or land sold SR=UA will selectively retain records of lands owned by UBC



25	<p>Geographical Information (GIS, Spatial)</p> <p>Records regarding geographical data, such as spatial information and data about UBC including roads, parks, and above and below ground infrastructure information. Also includes GIS information.</p>	<p>EV+0Y, FR</p> <p>EV=Date records are no longer required FR=UA will fully retain records</p>
28	<p>Heritage Sites</p> <p>Records regarding the development, implementation and administration of the Heritage Program, such as program guidelines, goals and objectives, background information, forms and program requirements. Also includes information on other heritage programs in BC as well as site information.</p>	<p>EV+0Y, FR</p> <p>EV=Date records are no longer required FR=UA will fully retain records</p>
31	<p>Inventory</p> <p>Records regarding UBC owned land and parks inventory, such as land title, evaluation to determine best use, assessment information and evaluation for sale or lease purposes.</p>	<p>EV+3Y, SR</p> <p>EV=Date UBC no longer owns the land SR=UA will selectively retain records of lands owned by UBC</p>
35	<p>Land Titles</p> <p>Records regarding land/site registered ownership, such as aperture cards showing breakdown of new subdivisions and copies of land titles received from the land titles office.</p>	<p>EV+0Y, D</p> <p>EV=Date records are no longer required</p>
37	<p>Legal Survey</p> <p>Includes control monuments, boundary determination, survey, investigation, and calibration and compliance stamp as well as the digital area survey</p>	<p>EV+0Y, SR</p> <p>EV=Date records are no longer required SR= UA will retain records regarding legal ownership boundaries, such as boundary determination, survey and investigation. The remainder can be destroyed when no longer required</p>



	(AutoCad & Microstation line drawings).	
39	<p>Line Assignments</p> <p>Records regarding request and approval of planned line placements for shallow utilities, bore holes, shoring and tree planting, such as drawings showing line assignments, line information including location, depth etc., site photographs, approval and related correspondence.</p>	<p>EV+0Y, FR</p> <p>EV=Date records are no longer required FR=UA will fully retain records</p>
41	<p>Land Use Planning General</p>	<p>CY+5Y, SR</p>
42	<p>Land Use Planning – Statutory & Non-Statutory</p> <p>Includes statutory area planning area Redevelopment Plans, Area Structure Plans, Area Improvement Plans, Area Management Plans and incentives, studies and surveys for specific areas in UBC. Also includes background and supporting data</p> <p>Non-Statutory includes Business Revitalization Zones, local economic incentives and issues, strategic planning and advertising information. Also includes boundaries, levies, parking, terms of reference, public improvements and dedications. Also includes records regarding UBC community growth strategies, such as short and long term growth management strategies, policy reviews, workshops and studies. Also includes growth management forecasting and plans.</p>	<p>EV+0Y, FR</p> <p>EV=Date records are no longer required FR=UA will fully retain records</p>
44	<p>Long-Range Planning</p>	<p>CY+5Y, SR</p> <p>SR=UA will selectively retain summary and strategy information from this series</p>



45	Issues	CY+5Y, D
47	<p>New Development and Subdivision Planning and Monitoring</p> <p>Records regarding preliminary and registered subdivision plans; Also includes monitoring of the management and operation of the infrastructure facilities in new subdivisions through the 2 year maintenance period post issuance of the Completion Certificate and prior to the issuance of the Acceptance Certificate and UBC's assumption of the management and operation of the facilities.</p>	<p>EV+2Y, SR</p> <p>EV=Date handover is complete SR=UA will selectively retain records from this series</p>
51	Sustainability Initiatives	<p>CY+5Y, SR</p> <p>SR=UA will selectively retain summary and strategy information from this series</p>
55	Transportation Planning	<p>CY+5Y, SR</p> <p>SR=UA will selectively retain summary and strategy information from this series</p>
60	Reports	<p>CY+5Y, FR</p> <p>FR=UA will fully retain records</p>
<p>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; UA=University Archives; Y=Year</p>		