



ER2700: Enterprise Risk and Security – Environmental Management		
University of British Columbia RECORDS SCHEDULE		Schedule Number: ER2700
Primary Title: Environmental Management		Office of Primary Responsibility (OPR): UBCV: Safety and Risk Services; Environment UBCO: Health, Safety and Environment; Sustainability Office
Records supporting the effective management of environmental protection at UBC. The primary includes procedures, monitoring and auditing records as well as records demonstrating compliance with applicable environmental laws and regulations. The function includes pollution prevention, training efforts as well as sustainable development at UBC.		
<ul style="list-style-type: none"> For sustainability planning level see CC1550-51: Campus and Community Planning – Community and Infrastructure Planning – Sustainability Initiatives 		
Vital: Yes (Hazardous Waste Management)		PIB: No
Authority: BoG Policy SC4: Environmental Protection Compliance		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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series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
15	Environmental Monitoring & Compliance	CY+10Y, D
18	Hazardous Waste Management	CY+10Y, D
20	Committees	CY+5Y, SR SR=UA will selectively retain records from this series
25	Pollution Prevention	CY+10Y, SR



		SR=UA will selectively retain records from this series
35	Sustainable Development	CY+10Y, SR SR=UA will selectively retain records from this series
38	Training and Outreach	CY+10Y, D
45	Issues	CY+10Y, D
60	Reports	CY+10Y, 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</i> records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		