



<b>GL3500: Galleries, Libraries, Archives and Museums – Archives, Museums and Special Collections Management</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> GL3500
<b>Primary Title:</b>  Archives, Museums and Special Collections Management		<b>Office of Primary Responsibility (OPR):</b> UBCV: Beatty Biodiversity Museum; Digital Initiatives; Indian Residential School Dialogue Centre; MOA Library and Archives; Pacific Museum of Earth; Rare Books and Special Collections; University Archives; Other Galleries, Libraries, Archives and Museums located on UBCV Campus that are managed by UBCV UBCO: UBCO Library; Faculty of Creative and Critical Studies
<p>Records supporting the activities of archives, museums and special collections at the university including prospective donor files, related correspondence, reference and research material, acquisitions and collections management. Also includes education programs and other forms of outreach including exhibitions; talks, and presentations.</p> <ul style="list-style-type: none"> <li>For gift-in-kind management see UD7600: University Development – Donor and Alumni Engagement - Gifts and Estates</li> <li>For conservation and digital preservation see GL3600: Galleries, Libraries, Archives and Museums – Conservation and Preservation Management</li> </ul>		
<b>Vital:</b> Yes		<b>PIB:</b> No
<b>Authority:</b> BoG Policy GA5: University Archives BoG Policy UP11: Deaccessioning Policy University Act [RSBC] Chapter 468		<b>Date Approved:</b> 20220729
<b>Secondary No.</b>	<b>Secondary Title</b>	<b>Retention, Destruction &amp; Disposition</b>
01	<b>Policies and Procedures</b>	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	<b>General</b>	EV+5Y, D  EV=Date superseded or obsolete



10	<b>Collections Management</b>  Includes acquisitions.	EV+5, SR  EV=Date collection is deaccessioned SR=UA will selectively retain records from this series
15	<b>Education and Outreach</b>	CY+10, SR  SR=UA will selectively retain records from this series
17	<b>Exhibition Management</b>	CY+10, SR  SR=UA will selectively retain records from this series
20	<b>Committees</b>	CY+5Y, SR  SR=UA will selectively retain records from this series
45	<b>Issues</b>	CY+5Y, D
60	<b>Reports</b>	CY+5Y, SR  SR=UA will selectively retain records from this series
<p><b>Acronym Key.</b> 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>		