



<b>GL3750: Galleries, Libraries Archives and Museums – Library Systems Management</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> GL3750
<b>Primary Title:</b>  Library Systems Management		<b>Office of Primary Responsibility (OPR):</b> UBCV: Library Units responsible for Information Technology Management UBCO: Library Services
Records supporting the administration of Library Systems as well as library systems projects. <ul style="list-style-type: none"> <li>For conservation activities and digital preservation see GL3600: Galleries, Libraries, Archives and Museums – Conservation and Preservation Management</li> <li>For facilities management see PF5100: Property and Facilities Management – Facilities and Lands</li> </ul>		
<b>Vital:</b> No		<b>PIB:</b> No
<b>Authority:</b> BoG Policy GA4: Records Management		<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	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series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	EV+5Y, D  EV=Date superseded or obsolete
15	<b>Library Application Management</b>  Voyager, Summon, LibCal, SpringShare, etc.	EV+1Y, D  EV=Date service expires
21	<b>Physical Infrastructure</b>  Includes inventories.	EV+1Y, D  EV=Date superseded or obsolete
25	<b>Project Management</b>	EV+7Y, SR



	Includes application management, web infrastructure, physical infrastructure development and project management records.	EV=Date project is complete SR=Move key records into associated program areas (Library application management; Web infrastructure etc) at project closure and destroy remainder
35	<b>Web Infrastructure</b>  Records supporting resources, software and hardware.	EV+1Y, D  EV=Date superseded or obsolete
60	<b>Reporting</b>	CY+5Y, SR  SR=UA will selectively retain records from this series
<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 records; SO=When superseded or obsolete; SR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		