



IM4600: Information Management – Information Technology (IT) Security		
University of British Columbia RECORDS SCHEDULE		Schedule Number: IM4600
Primary Title: Information Technology (IT) Security		Office of Primary Responsibility (OPR): UBCV: Information Technology UBCO: UBC IT Okanagan
As mandated under Board of Governor’s Policy SC14, <i>Acceptable Use and Security of UBC Electronic Information and Systems</i> the records in this primary include the development and issuing of IT security standards that help guide adherence to the policy.		
Vital: No		PIB: No
Authority: BoG Policy SC14: Acceptable Use and Security of UBC Electronic Information and Systems		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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
15	Published Standards	EV+5Y, FR EV=Date standard is superseded or obsolete FR=UA will fully retain IT security Standards
20	Committees	CY+5Y, SR SR=UA will selectively retain records from this series
25	Security Tips Encryption, password protection, etc.	EV+5Y, D EV=Date superseded or obsolete
40	Standards Development	CY+5Y, D



45	Issues	CY+5Y, D
60	Reports	CY+5Y, 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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		