



RA5600: Research Administration – Research Data Management		
University of British Columbia RECORDS SCHEDULE		Schedule Number: RA5600
Primary Title: Research Data Management (RDM)		Office of Primary Responsibility (OPR): UBCV: UBC Library; ARC; individual researchers
<p>Records documenting UBC’s RDM strategy including building capacity within the research community through workshops training and awareness. Also includes records supporting RDM lifecycle management (planning, collecting, disseminating and preserving research data) but does not include research data itself.</p> <ul style="list-style-type: none"> For research ethics see RA5550: Research Administration – Human Research Ethics Management 		
Vital: No		PIB: No
Authority: BoG Policy SC6: Scholarly Integrity Tri Agency Policy on Research Data Management Tri-Agency Framework: Responsible Conduct of Research (2016)		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures Includes RDM Strategy (published on website).	EV+5Y, FR EV=Date record is superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date record is superseded or obsolete
15	Research Support Includes support with data deposits, contracts, agreements and other documents.	EV+5Y, D EV=Project end date
18	Strategic Partnerships	EV+7Y, SR EV=Date record is superseded or obsolete



		SR=UA will selectively retain records from this series
20	Committees	CY+5Y, SR SR=UA will selectively retain records from this series
25	Workshops & Training Includes capacity building training in communities.	EV+5Y, D EV=Date information is superseded or obsolete
45	Issues	CY+5Y, D
60	Reports	CY+5Y, SR SR=UA will selectively retain records from this series
<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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year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>		