



<b>RA5700: Research Administration – Research/Industry Liaison</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> RA5700
<b>Primary Title:</b>  Research/Industry Liaison		<b>Office of Primary Responsibility (OPR):</b> UBCV: Research Industry Liaison Office; Cloud Innovation Centre UBCO: University-Industry Liaison Office
Records include collaboration and innovation partnerships, patentable inventions, trademarks, Industrial design certificates, proprietary materials, research tools, software and other innovations. Records also include records supporting the creation and development of commercial and non-commercial mobilization and spin-off companies.		
<b>Vital:</b> No		<b>PIB:</b> No
<b>Authority:</b> BoG Policy LC11: Inventions and Discoveries BoG Policy LR2: Research Policy BoG Policy LR8: Technology Equity Policy BoG Policy SC6: Scholarly Integrity Policy		<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	EV+5Y, FR  EV=Date record is superseded or obsolete FR=UA will fully retain records from this series
05	<b>General</b>	EV+5Y, D  EV=Date record is superseded or obsolete
10	<b>Commercial Mobilization</b>  May include: description of inventions, copies of patents and patent licensing, market research information and studies, proposals, agreements, commercialization licenses and investment.	CY+10Y, SR  SR=UA will selectively retain records from this series
11	<b>Non-Commercial Mobilization</b>	CY+10Y, SR



		SR=UA will selectively retain records from this series
15	<b>Industrial Design Certificates</b>  May include: applications for registration, certificates of ownership.	CY+10Y, SR  SR=UA will selectively retain records from this series
18	<b>Inventor Start-ups</b>  May include records supporting the creation and development of UBC spin-off companies, based on UBC research discoveries.	CY+10Y, SR  SR=UA will selectively retain records from this series
19	<b>Inventor Conflicts</b>	CY+10Y, 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
25	<b>Partnerships</b>	EV+10Y, D  EV=At conclusion of partnership or after 5 years of no contact  Note: If Partnership forms into a Start-up or a Commercial or Non-Commercial Mobilization move records accordingly
27	<b>Patents Issued</b>  May include: legal opinions reports, patent applications, memoranda, agreements, descriptions of inventions and technologies, original patents with attached seals.	EV, FR  EV=End date of patent FR=UA will fully retain records from this series
28	<b>Other Patents</b>	CY+10Y, D



	Includes those filed but not pursued, and rejected patents.	
35	<b>Trademarks</b>  May include: applications for registration, certificates of ownership.	CY+10Y, SR  SR=UA will selectively retain records from this series
45	<b>Issues</b>	CY+10Y, D
60	<b>Reporting</b>	CY+10Y, 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		