



SC6100: Student and Community Services – Campus Mail, Courier and Shipping Services		
University of British Columbia RECORDS SCHEDULE		Schedule Number: SC6100
Primary Title: Campus Mail, Courier and Shipping Services		Office of Primary Responsibility (OPR): UBCV: UBC Campus Mail UBCO: Central Receiving and Mail Services
Records supporting mail, courier and shipping services on campus. Also includes mail-metering accounts.		
Vital: No		PIB: No
Authority: BoG Policy GA4: Records Management		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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
10	Mail, Courier, Shipping Services Includes inter-office and inter-campus mail.	FY+6Y, D
15	Mail Metering Accounts	FY+6Y, 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		



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for *source of truth* records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year