



<b>SC6200: Student and Community Services – Community-based Programming</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> SC6200
<b>Primary Title:</b>  Community-based Programming		<b>Office of Primary Responsibility (OPR):</b> UBCV: Learning Exchange; Centre for Community Engaged Learning UBCO: Community Engagement
Records supporting community-based programming utilizing platforms bringing community and university partners together. <ul style="list-style-type: none"> <li>• For staff or faculty funding see RA5650: Research Administration – Research Grants, Awards and Honorifics</li> <li>• For student or staff volunteers see HR4000: Human Resources – General</li> <li>• For Co-ops see TL7150: Teaching and Learning – Experiential Learning, Coop, Exchange</li> <li>• For newsletters see AD1000: Administration – Communications and Marketing</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	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series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	EV+5Y, D  EV=Date superseded or obsolete
10	<b>Community-Based Programming</b>  Includes established ongoing programming such as “Collaboratory”, or Learning Exchange’s English Conversation Program.	CY+5Y, 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>Projects</b>  New initiatives such as Making Research Accessible initiative (MRAi).	EV+5Y, SR  EV=Date project closed SR=UA will selectively retain records from this series
35	<b>Workshops</b>	EV+1Y, D  EV=Date of workshop
45	<b>Issues</b>	CY+5Y, D
60	<b>Reports</b>	CY+5Y, SR  SR=UA will selectively retain records from this series
<p><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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year</p>		