



SC6400: Student and Community Services – Student and Visiting Faculty Accommodation		
University of British Columbia RECORDS SCHEDULE		Schedule Number: SC6400
Primary Title: Student and Visiting Faculty Accommodation		Office of Primary Responsibility (OPR): UBCV: Student Housing; Fraser House, Marine Drive, Ponderosa Commons; Green College; Vantage College; Thunderbird; Brock Commons; Tallwood House; Exchange; Acadia Park UBCO: Student Housing
<p>Records include those supporting residence accommodation for students, family housing for students with children and a partner/spouse, and apartment rentals for visiting faculty and researchers. Services include residence front desk services, special events, and activities for residents, assistance to students seeking off-campus housing, and other programs supporting students’ success and participation in the University community.</p> <p>Records include: documentation of facilities, occupancy, and associated reports; records of the development and implementation of programs and services; off-campus housing listings and resources; promotional materials and communications concerning programs/services; and related correspondence.</p> <ul style="list-style-type: none"> • See also SC6350: Student and Community Services – Food Services 		
Vital: No		PIB: Yes
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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete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	Applications	AY+1Y, D



		Successful application is moved to Resident Contracts, unsuccessful is destroyed according to retention
15	Dining Services	AY+7Y, D
18	Front Desk Services	AY+5Y, D
20	Committees	AY+5Y, SR SR=UA will selectively retain records from this series.
25	Off Campus Housing	EV, D EV=Date superseded or obsolete.
31	Residence Description	EV+5Y, SR EV=Date resident information is updated SR=UA will selectively retain records from this series
32	Resident Contracts	EV+7Y, D EV=Date resident contract expires
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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year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>		