



SC6450: Student and Community Services – Varsity Athletics and Recreation		
University of British Columbia RECORDS SCHEDULE		Schedule Number: SC6450
Primary Title: Varsity Athletics and Recreation		Office of Primary Responsibility (OPR): UBCV: UBC Recreation UBCO: UBCO Athletics and Recreation
<p>Records documenting Varsity and athletic recreation programming at the university. Includes promotional information on Athletics and Recreation programs, services, facilities, and events; guidance and instructions for athletes, program participants, teams and clubs; scheduling, correspondence, and other administrative records supporting the design and delivery of services, programming, and events.</p> <ul style="list-style-type: none"> • For records concerning payment of fees see FM3000: Financial Management – Accounting • For event registration, attendance and ticket sales see CE2000: Ceremonies, Events and Conferences • For newsletters and marketing of Athletics, Clubs and Teams see AD1000: Administration – Communications and Marketing • For athletic health records see SC6250: Student and Community Services – Counselling, Health, Wellness & Support Services • For Year-end Awards see ST6900: Students – Student Awards, Bursaries and Scholarships 		
Vital: No		PIB: Yes
Authority: BoG Policy GA4: Records Management		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures Includes recruitment policy	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
15	Camps Includes registration, consent forms.	EV+5Y, D EV=Date of camp completion SR=UA will retain Camp description



21	Intermural & Clubs	AY+5Y, SR SR=UA will selectively retain from this series
25	Locker Rentals	EV+1Y, D EV=Date rental is complete
28	Memberships	EV+1Y, D EV=Date membership is expired
31	Recruitment	EV+1Y, D EV=Date recruitment is complete
33	Scheduling	CY+5Y, D
35	Varsity Teams	AY+5Y, SR
45	Issues	AY+5Y, D
60	Reports Annual report; Camp strategy	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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year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>		