THE UNIVERSITY OF BRITISH COLUMBIA

University Archives
Irving K. Barber Learning Centre
1961 East Mall
Vancouver, BC, V6T 1Z1

Records Management Office
Phone: 604 827 3952
http://recordsmanagement.ubc.ca
records.management@ubc.ca

TL7350: Teaching and Learning – Teaching, Learning and Technology Support

University of British Columbia RECORDS SCHEDULE	Schedule Number: TL7350
Primary Title: Teaching, Learning and Technology Support	**Office of Primary Responsibility (OPR):** UBCV: CTLT UBCO: CTL

Records supporting new course/program development, course/program redesign, and changes to course/program modality, and evaluation and assessment. This primary also includes the delivery of professional development workshops of teaching as well as investigations of effective instructional tools.

- For completed course records see TL7050: Teaching and Learning – Course & Curricular Development

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01	**Policies and Procedures**	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	**General**	EV+5Y, D EV=Date superseded or obsolete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	**Curriculum and Course Support**	EV+5Y, D EV=Date curriculum or course support is delivered
25	**Program Delivery** Includes all the teaching programs events, and workshops available.	EV+5Y, SR EV=Date workshop, event is delivered SR=UA will selectively retain records in this series.

THE UNIVERSITY OF BRITISH COLUMBIA

University Archives
Irving K. Barber Learning Centre
1961 East Mall
Vancouver, BC, V6T 1Z1

Records Management Office
Phone: 604 827 3952
http://recordsmanagement.ubc.ca
records.management@ubc.ca

35	**Technology Investigations**	EV+5Y, D EV=End of investigation

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University Archives unless otherwise noted; OPR=Office or Department responsible for *source of truth* records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year