



UD7500: University Development – Awards		
University of British Columbia RECORDS SCHEDULE		Schedule Number: UD7500
Primary Title: Awards (establishment)		Office of Primary Responsibility (OPR): UBCV: Development and Alumni Engagement, Awards UBCO: Development and Alumni Engagement
<p>Records supporting new award establishment, revision and cancellation of awards that are approved through the Senate Awards Committee. Includes correspondence, award description, award set up form, annual award agreement, endowment trust agreement, donor contact consent form, and designation request form.</p> <ul style="list-style-type: none"> For student awards see ST6900: Students – Awards, Bursaries, and Scholarships 		
Vital: Yes		PIB: Yes
Authority: BoG Policy FM6: Fundraising and Acceptance of Donations BoG Policy 115: Gifts		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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete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	Award Establishment and Revision	When establishment or revision is complete move to Senate Approved
15	Cancelled and Discontinued Awards	EV+6Y, SR EV=Date award was cancelled SR=UA will selectively retain cancelled and discontinued awards



25	Senate Approved Awards Includes award records approved by university senate.	When award is discontinued move to Cancelled and Discontinued Awards
45	Issues	CY+5Y, D
60	Reports	CY+5Y, SR SR=UA will selectively retain cancelled and discontinued awards
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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		