



UP8500: UBC Press		
University of British Columbia RECORDS SCHEDULE		Schedule Number: UP8500
Primary Title: UBC Press		Office of Primary Responsibility (OPR): UBC Press
<p>Records supporting the book production process at UBC Press. Includes acquisitions, book proposals, and author contracts of scholarly monographs or new trade imprints: On Point Press; Purich Publishing Ltd.; On Campus. Also includes official proceeding of the Publication Board.</p> <ul style="list-style-type: none"> • For events see CE2000: Ceremonies and Events – Events • For marketing see AD1000: Administration – Communications and Marketing • For staff meetings see AD1200: Administration – Office Management • For finance see Financial Management block (FM) 		
Vital: No		PIB: Yes
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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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete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	Book Production Original Files, transmittal forms, copy forms.	Original & copy forms EV+10Y, P Transmittal Forms, EV+7Y, D EV=Date of publication run P=OPR will permanently retain two (2) copies of each publication run; other documentation can be destroyed when no longer required
12	Contract to Publish	EV+10Y, FR



	Includes territorial rights, translation, contract and any amendments, correspondence with authors.	EV=At contract completion FR=UA will retain records from this series
15	Editorial Management Includes acquisitions, Editorial meetings, Publications Board minutes, book proposals, peer review process.	EV+10Y, FR EV=Date book proposal is approved by publication board
25	Projects Includes digital platform initiatives.	EV+7Y, SR EV=Date project closes
35	Royalty Records	EV+40Y, D Retention Note: Retention based on terms defined in contract or 40 years whichever is longer
45	Issues	CY+5Y, D
60	Reports	CY+5Y, SR SR=UA will selectively retain records from this series
80	Publication Board Official proceedings.	CY+7Y, FR FR=UA will fully retain records of the Publication Board
<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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year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>		