



ER2600: Enterprise Risk and Security – Discrimination and Sexual Misconduct Investigations		
University of British Columbia RECORDS SCHEDULE		Schedule Number: ER2600
Primary Title: Discrimination and Sexual Misconduct Investigations		Office of Primary Responsibility (OPR): UBCV: Investigations Office UBCO: Investigations Office
<p>Records supporting complaint and investigation process made under Board of Governors Policies SC7 – Discrimination, and SC17 Sexual Misconduct. The record series includes investigations and related materials such as initial complaint or inquiry, terms of reference, jurisdiction to investigate, evidence collected, correspondence as well as reports. The function also includes appeals and discipline records.</p> <ul style="list-style-type: none"> See also SC6250: Student and Community Services – Counselling, Health Wellness and Support Services <p>Non-OPR record holders: Equity and Inclusion Office (EIO) & Sexual Violence and Response Office (SVPRO); Faculty Relations; HR retain records for CY+1Y, D</p>		
Vital: No		PIB: Yes
Authority: BoG Policy SC7: Discrimination BoG Policy SC17: Sexual Misconduct BoG Policy SC18: Retaliation		Date Approved: 20220922
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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series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 Includes internal resources, party resources, statistics documents and report templates	CY+5Y, D
10	Investigations (File by policy #) Includes complaint, correspondence, jurisdiction to investigate, findings or admission reports and/or alternate	EV+50Y, D EV=Date case is resolved



	resolution agreement, as well as discipline	Retention Rational: Retention is aligned with HR4050-21: HR Resources – Employee Relations – Human Rights Complaints
11	Appeals	EV+50Y, D EV=Date case is resolved Retention Rational: Retention is aligned with HR4050-21: HR Resources – Employee Relations – Human Rights Complaints
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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		