



ER2650: Enterprise Risk and Security – Emergency Preparedness		
University of British Columbia RECORDS SCHEDULE		Schedule Number: ER2650
Primary Title: Emergency Preparedness		Office of Primary Responsibility (OPR): UBCV: Safety and Risk Services, Emergency Preparedness UBCO: Health, Safety and Environment, Campus Operations and Risk Management
Records include the development and maintenance of a University Disaster Response Plan including unit and department level plans, training and outreach efforts. Includes the set up and running of the Emergency Operations Centre and response to emergencies such as Covid19.		
Vital: Yes		PIB: No
Authority: BoG Policy SC10: Disaster Management Policy		Date Approved: 20220906
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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series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	CY+5Y, D
12	Business Continuity Includes enterprise and unit level emergency response plans.	CY+5Y, SR SR=UA will selectively retain records from this series
15	Emergency Operations Records of a specific emergency. See Emergency Preparedness Records Governance documentation for details.	EV+10Y, SR EV=At incident closure SR=UA will selectively retain records from this series particularly; but not exclusively, "tombstone records"
20	Committees	CY+5Y, FR FR=UA will fully retain records from this series



25	Training and Outreach	CY+5Y, SR SR=UA will selectively retain records from this series
45	Issues	CY+10Y, D
60	Reports	CY+10Y, SR SR=UA will selectively retain records from this series
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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		