



SC6150: Student and Community Services – Childcare Services		
University of British Columbia RECORDS SCHEDULE		Schedule Number: SC6150
Primary Title: Childcare Services		Office of Primary Responsibility (OPR): UBCV: Child Care Services UBCO: University Children’s Learning Centre
<p>Records documenting the delivery of childcare services at the university. Includes all policies and procedures required under the Child Care Licensing Regulations, childcare admissions process, waitlist forms, and programs including infant/toddler, 3-5, mixed age, occasional, and out of school care. Also includes individual child case files, withdrawal records, inspection reports and incident logs.</p> <ul style="list-style-type: none"> • Early Childhood educator certificates see HR4000-23: Human Resources – General – Personnel Files • For records pertaining to emergency training and equipment see HR4000-23: Human Resources – General – Personnel Files 		
Vital: No		PIB: Yes
Authority Child Care Licensing Regulation, section 60 (1, 5)		Date Approved: 20220922
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures Safe release of children; Supervision of children; food and drink 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	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete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	Admissions Includes waitlist, admissions roster.	EV+1Y, D EV=Date child was admitted Note: Move admitted to roster; If a child was not admitted, destroy information according retention schedule
15	Child Case Files	EV+5Y, D



	Includes attendance records, care plans, withdrawal records etc.	EV=Date child is no longer in childcare
16	Daily Log Books For incidents use -30 below	CY+5Y, D
20	Committees Senior Supervisor and Manager’s meeting.	CY+5Y, SR SR=UA will selectively retain records from this series
30	Incidents Includes reports and bound incident logbooks.	CY+19Y, D Retention note: retain incidents records and logbooks until children attending reach the age of majority or 19Y whichever is soonest.
32	Inspections /Audits	CY+5Y, SR SR=Final inspection / audit reports should be retained the remainder can be destroyed after duration of retention.
40	Pedagogical Narrations Photos, stories, etc.	CY+5Y, D EV=Date superseded or obsolete
45	Issues	CY+5Y, D
60	Reports	CY+5Y, 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		