



<b>UG8150: University Governance – Administrative Governance – Board of Governors</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> UG8150
<b>Primary Title:</b>  Board of Governors		<b>Office of Primary Responsibility (OPR):</b> UBC Board of Governors Secretariat; Office of the University Counsel (BoG Policies)
The British Columbia <i>University Act</i> confers on the UBC Board of Governors responsibility for the management, administration and control of the property, revenue, business and affairs of the University. Records include those relating to administrative direction for the University by the UBC Board of Governors.		
<b>Vital:</b> Yes		<b>PIB:</b> No
<b>Authority:</b> BoG Policy GA2: Regulatory Framework Policy BoG Policy GA8: Board Meetings Policy BoG Policy GA5: Archives University Act (RSBC 1996) Chapter 468, 2.27		<b>Date Approved:</b> 20220906
<b>Secondary No.</b>	<b>Secondary Title</b>	<b>Retention, Destruction &amp; Disposition</b>
01	<b>Policies and Procedures</b>  Final versions of Board policies and related procedures, exclusive of drafts or other source documents. Articulates how and the principles by which the BoG office shall operate.	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	<b>General</b>	EV+5Y, D  EV=Date superseded or obsolete
20	<b>Committees</b>  Records of Board standing and ad hoc committees.	CY+5Y, FR  FR=UA will fully retain records from this series
25	<b>Signing Authority &amp; Resolutions</b>	CY+5Y, FR  FR=UA will fully retain records from this series



30	<b>Correspondence</b>  General correspondence and public letters/announcements. Classification applies irrespective of format, and includes email. Role-based email addresses are in scope.	CY+5Y, FR  FR=UA will fully retain records from this series
50	<b>Assessment and Evaluation</b>  Review of key personnel responsibilities, committee mandates, effectiveness and adherence to best practices.	CY+5Y, SR  SR=UA will selectively retain records from this series
45	<b>Issues</b>  Records relating to important topics brought forward for debate or discussion.	CY+5Y, SR  SR=UA will selectively retain records from this series
60	<b>Reports</b>  Reports produced by or for the Board, including reports produced for Board meetings.	CY+5Y, FR  FR=UA will fully retain records from this series
80	<b>Official Proceedings (BOG)</b>  Official Board of Governors' meeting packages, including documentation for open and closed parts of meetings. These are the official records, and should be managed as such irrespective of the posting of public minutes on the BOG or other UBC website.	CY+5Y, FR  FR=UA will fully 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 *source of truth* records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year