



<b>UD7600: University Development – Donor and Alumni Engagement</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> UD7600
<b>Primary Title:</b>  Donor and Alumni Engagement		<b>Office of Primary Responsibility (OPR):</b> UBCV: Development and Alumni Engagement; Alumni Relations and Development, Asia UBCO: Development and Alumni Engagement; Office of the Provost; VP Academic (Academic Integrity Hub)
<p>Records supporting the strategic management of constituents, alumni engagement, fundraising efforts Includes donation administration, stewardship, fundraising activities, and alumni engagements. See secondaries for more details.</p> <ul style="list-style-type: none"> <li>• For donor related events see CE2000: Ceremonies, Events and Conferences</li> <li>• For donor and alumni publications and podcasts see AD1000: Administration – Communications and Marketing</li> </ul>		
<b>Vital:</b> Yes		<b>PIB:</b> Yes
<b>Authority:</b> BoG Policy FM6: Fundraising and Acceptance of Donations BoG Policy 115: Gifts BoG Policy UP11: Deaccessioning Policy		<b>Date Approved:</b> 20220729
<b>Secondary No.</b>	<b>Secondary Title</b>	<b>Retention, Destruction &amp; Disposition</b>
01	<b>Policies and Procedures</b>	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series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	EV+5Y, D  EV=Date superseded or obsolete
10	<b>Alumni Engagement</b>  Records relating to the programs aim to engage alumni in non-financial ways. Alumni could participate as volunteers,	FY+15Y, SR  SR=UA will retain summary and strategy information



	mentor, guest speakers, and contributor’s experience.	
13	<p><b>Constituents Management</b></p> <p>Records relating to the activities that aim to cultivate relationships and/or solicit gifts or engagement with the constituents. Constituents are individuals and corporate donors and prospects, who may or may not be UBC alumni. Records include prospect research, unassigned prospects profiles, constituents’ profiles, substantial correspondences, and documentations regarding the donations/gifts (e.g. proposal, case for support, gift agreements), donor-specific stewardship materials (e.g. Stewardship report, donor recognition), meetings documentations.</p>	<p>EV+5Y</p> <p>EV=At end of active relationship with constituent plus five years move to Inactive Donor Files</p>
15	<p><b>Donation Administration</b></p> <p>Records supporting the financial processing of donations and pledges. Records include Donation Remittance packages, PG and New Designation Requests, documents relating to the following up on outstanding pledges, relevant reports etc.</p>	FY+7Y, D
18	<p><b>Endowment Management</b></p> <p>Records related to the management of Endowment funds, including the legal documentation of Endowment funds, reports on financial status of the Endowment funds. The actual funds make up part of the UBC Endowment Fund that is held by Investment Management Trust Inc.</p>	<p>FY+15Y, SR</p> <p>SR=UA will retain summary and strategy information</p>
21	<p><b>Fundraising</b></p>	EV+15Y, SR



	Records relating to the fundraising projects that are developed in partnership with Schools/Departments/Units. Records includes profiles of partnering units, case for supports, proposals, project management documentations, etc. Also includes Fundraising resources that should be culled when no longer current.	EV=At project end SR=UA will selectively retain fundraising records
25	<b>Gifts and Estates</b>  Includes Gifts in Kind, Estate Gifts.	FY+15Y, SR
35	<b>Stewardship Program</b>  Records relating to the stewardship activities targeting collective groups of donors, including annual stewardship strategies, data and drafts of monthly donor acknowledgements, Endowment Summary Report (ESR), and mass stewardship projects (e.g. stewardship videos, care-calls...etc.).	FY+15Y, SR  SR=UA will selectively retain records from this series such as Summary Reports
41	<b>Inactive Donor Files</b>	CY+15Y, D
45	<b>Issues</b>	EV+15Y, D
60	<b>Reports</b>	FY+15Y, SR  SR=UA will selectively retain records from this series
<b>Acronym Key.</b> 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		