



UG8100: University Governance – Academic Governance – Strategy Support Services		
University of British Columbia RECORDS SCHEDULE		Schedule Number: UG8100
Primary Title: Strategy Support Services		Office of Primary Responsibility (OPR): Provost & VP Academic (Academic Integrity Hub)
Records providing the university leadership with strategy and business support.		
Vital: No		PIB: No
Authority: University Act (RSBC 1996) Chapter 468, ss. 59-65		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and procedures Final versions, exclusive of drafts or other source documents. Articulates how and the principles by which the office shall operate. Example: manuals.	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete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	Strategy and Decision Support Support in the alignment of strategic planning across the university, business improvement, and decision support.	CY+5Y, SR SR=UA will selectively retain records from this series
15	Planning and Institutional Research Support (PAIR & OPAIR) Analytical services in support of planning, benchmarking and overall strategic academic decision support at UBC.	CY+10Y, SR SR=UA will selectively retain high-level summary information from this series
30	Correspondence	CY+5Y, FR



	Consists of general correspondence and public letters/announcements. Classification applies irrespective of format, and includes email. Role-based email addresses are in scope.	FR=UA will fully retain records from this series.
45	Issues	CY+10Y, SR SR=UA will selectively retain records from this series
60	Reporting	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 <i>source of truth</i> records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		