



<b>IM4700: Information Management – Project, Learning and Collaborative Application Management</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> IM4700
<b>Primary Title:</b>  Project, Learning and Collaborative Application Management		<b>Office of Primary Responsibility (OPR):</b> <b>Infrastructure:</b> Communication & Collaboration Services, UBC IT, UBC IT Okanagan <b>Content:</b> Originating offices; individual instructor
<p>Project, Learning and Collaborative Document Application Management refers to any platform used for collaboration, content management, Learning Management, such as (but not limited to) SharePoint, MS Teams, Zoom, MediaSite and Panopto.</p> <p><b>Note:</b> Other record series associated with Project, Learning and Collaborative Application Management will be added to this retention schedule as retention is defined.</p> <p><b>MS Teams Definition Note:</b>  <u>MS Teams Chat:</u> One-to-one or one-to-many conversations outside of a Teams site (equivalent to Instant Messaging)</p> <ul style="list-style-type: none"> <li>• Subject to retention and disposition policies defined in this document</li> </ul> <p><u>MS Teams Channel:</u> One-to-one or one-to-many conversations within a Teams site</p> <ul style="list-style-type: none"> <li>• Not subject to retention and disposition policies defined in this document</li> </ul>		
<b>Vital:</b> No		<b>PIB:</b> No
<b>Authority:</b> Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165 Transitory Information Schedule		<b>Date Approved:</b> 20201209
<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	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series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	EV+5Y, D  EV=Date superseded or obsolete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	<p><b>Video Recordings</b></p> <p>Temporary recordings made using any collaborative or learning platform supported by UBC e.g. Zoom, MS Teams, MediaSite, Panopto.</p> <p>Retention Note: If video recordings need to be retained longer than one year move them to a university-approved long-term storage location e.g. Kaltura.</p>	<p>EV+1Y, D</p> <p>EV=Date of recording</p>
30	<p><b>Instant Messaging (Chat)</b></p> <p>Instant messaging as part of any collaboration software is used for transitory and routine communication only. Do not use any instant messaging system to store records, make project or business decisions.</p>	<p>EV+90 Days, D</p> <p>EV=Based on the date of the message D=Automated destruction</p>
<p><b>Acronym Key.</b> AY = Academic Year; CY=Calendar Year; D=Destroy; FY=Fiscal Year; EV=Event; 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</p>		