



<b>ER2550: Enterprise Risk and Security – Campus Security</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> ER2550
<b>Primary Title:</b>  Campus Security		<b>Office of Primary Responsibility (OPR):</b> UBCV: Safety and Risk Services, UBC Campus Security UBCO: Campus Security, Health Safety and Environment
Records supporting campus security such as accident and incident reporting and response, lost and found, site access request. The primary also includes security programs such as blue phones, safe walk and event security. <ul style="list-style-type: none"> <li>• For records relating to back up and log files see IM4670 Information Systems Operations</li> <li>• For records associated with student misconduct see ST6750</li> </ul>		
<b>Vital:</b> No		<b>PIB:</b> Yes
<b>Authority:</b> BoG Policy SC8: Investigations Policy BoG Policy SC13: Response to At-Risk Behaviour BoG Policy SC16: Safety and Security Cameras		<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>	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	<b>General</b>	CY+5Y, D
10	<b>Accident and Incident Reporting and Response</b>	EV+7Y, D  EV=Date matter is resolved
13	<b>CCTV Recordings</b>  Records consist of video/audio recordings made by camera systems under the scope of BoG Policy SC16: Safety and Security Cameras.	30 Days, D



	Retention Notes: Copies of CCTV recordings that are used to support an investigation or incident are moved to the appropriate file.  Video recordings that are used to make a decision that directly affects an individual must be retained for 1 year after the decision was made.	
15	<b>Central Alarm System</b>  Records consist of intrusion, fire and environmental alarm data recorded in the central alarm system.	CY+7Y, D
20	<b>Committees</b>	CY+5Y, SR  SR=UA will selectively retain records from this series
25	<b>Lost and Found</b> (paperwork only, actual articles are retained 2 weeks)	CY+1Y, D
28	<b>Programs</b> (blue phones, safe walk, event security)	CY+7Y, D
35	<b>Site Security Access and Assessment</b>  Includes building access.	CY+7Y, D
45	<b>Issues</b>	CY+5Y, D
60	<b>Reports</b>	CY+5Y, SR  SR=UA will selectively retain records from this series
<p><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</p>		