



<b>UG8450: University Governance – Departmental Governance</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> UG8450
<b>Primary Title:</b>  Departmental Governance		<b>Office of Primary Responsibility (OPR):</b> Office of the Department, Unit, or Portfolio Head
Records relating to governance at the departmental level. This generally includes records produced at the VP and AVP level as well as by Faculty Deans and Department Heads. This primary is not meant to represent all the records that a department might have but only those relating to its governance, policy development, strategic planning, etc.		
<b>Vital:</b> No		<b>PIB:</b> No
<b>Authority:</b> BoG Policy GA4: Records Management UA Archival Records Guideline		<b>Date Approved:</b> 20220729
<b>Secondary No.</b>	<b>Secondary Title</b>	<b>Retention, Destruction &amp; Disposition</b>
01	<b>Policy Development and Implementation</b>	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	<b>General</b>  Used only when there is no other possible secondary classification, but the activity is clearly related to substantial program development and maintenance, or decision-making.	EV+5Y, D  EV=Date superseded or obsolete
20	<b>Committees</b>	CY+5Y, FR  FR=UA will fully retain records from this series
30	<b>Correspondence</b>  Consists of general correspondence and public letters/announcements. Classification applies irrespective of	CY+5Y, FR  FR=UA will fully retain records from this series.



	format, and includes email. Role-based email addresses are in scope.	
45	<b>Issues</b>	CY+5Y, SR  SR=UA will selectively retain records from this series
50	<b>External Reviews &amp; Accreditation</b> (This is a copy of the records held with the Provost’s office)	EV+10Y, D  D=This series is fully documented with the Provost’s Office, therefore this series can be destroyed once the retention is complete
60	<b>Reports</b>  Includes annual reports.	CY+5Y, FR  FR=UA will fully retain records from this series
70	<b>Strategic Planning</b>  Includes retreats.	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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; Y=Year</p>		