



CE2000: Ceremonies, Events and Conferences		
University of British Columbia RECORDS SCHEDULE		Schedule Number: CE2000
Primary Title: Ceremonies, Events and Conferences		Office of Primary Responsibility (OPR): UBCV: Ceremonies and Events Office; UBC Press; Conferences and Accommodation; Other departments and units with important events UBCO: Ceremonies and Events Office; Other departments and units with important events
<p>Records supporting ceremonies, events and conferences at the university, including formal university-wide events such as Graduation and Remembrance Day, building opening events, employee recognition celebrations as well as student, staff and faculty award receptions. The primary also includes installations of the President and Chancellor as well as other events that individual units might conduct such as a 25th anniversary of a department or any other formal event.</p> <ul style="list-style-type: none"> For donor and alumni engagement see UD7600: University Development – Donor & Alumni Engagement 		
Vital: Yes		PIB: No
Authority: BoG Policy GA5: Archives Policy University Act [RSBC 1996] Chapter 468		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	CY+5Y, D EV=Date superseded or obsolete
10	Breakfast With the President	CY+5Y, FR FR=UA will fully retain this series
12	Conference Management	CY+5Y, SR



		EV=Date of conference SR=UA will selectively retain records from this series
15	Employee Recognition Events 25 Year Club, Welcome Back Staff BBQ.	CY+5Y, FR FR=UA will fully retain this series
17	Flag Lowering	CY+5Y, FR FR=UA will fully retain this series
19	Formal University-Wide Events Includes Graduation and Remembrance Day Ceremony.	CY+5Y, FR FR=UA will fully retain this series
20	Committees	CY+5Y, SR
25	Other Receptions and Events	CY+5Y, SR SR=UA will selectively retain this series
27	President and Chancellor Installations	CY+5Y, FR FR=UA will fully retain this series
29	Protocol	CY+5Y, FR FR=UA will fully retain this series
35	Student, Staff and Faculty Award Receptions Entrance Awards, Staff Recognitions and Faculty Award Receptions.	CY+5Y, FR FR=UA will fully retain this series
45	Issues	CY+5Y, D
60	Reports	CY+5Y, SR SR=UA will selectively 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



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for *source of truth* records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year