THE UNIVERSITY OF BRITISH COLUMBIA

University Archives
Irving K. Barber Learning Centre
1961 East Mall
Vancouver, BC, V6T 1Z1

Records Management Office
Phone: 604 827 3952
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ER2500: Enterprise Risk and Security – Risk Management Services – General

University of British Columbia RECORDS SCHEDULE	Schedule Number: ER2500
Primary Title: Risk Management Services - General	**Office of Primary Responsibility (OPR):** UBCV: Enterprise Risk Management (ERM); Safety and Risk Services UBCO: Campus Operations and Risk Management

Records supporting the functions of risk management at the university including the holistic functions of risk identification, mitigation, and monitoring (ERM) and more tactical activities including the privacy and information security program (PrISM), privacy impact assessments (PIAs) and risk awareness training.

- For Campus Security see ER2550: Enterprise Risk and Security – Campus Security
- For Health and Safety see ER2750: Enterprise Risk and Security – Health and Safety
- For disaster planning see ER2650: Enterprise Risk and Security – Emergency Preparedness
- For Insurance policies and claims see ER2760: Enterprise Risk and Security – Insurance Management

Vital: No	PIB: Yes
Authority: BoG Policy GA4: Records Management	**Date Approved:** 20220906, 20240116 (updated)

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01	**Policies and Procedures**	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series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
10	**Risk Identification, Mitigation and Monitoring (Enterprise Risk Management)** Reporting to the Board of Governor's Audit Committee, records within this function support a proactive and comprehensive approach to risk	CY+10Y, SR SR = this activity is adequately covered in BoG Audit Committee records so UA will selectively retain unique records in this series.

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	oversight for the university. The records include a framework and processes documenting the identification, assessment, mitigation, and monitoring of risks to the achievement of the University's mission and goals.	
20	**Committees** (File by committee name, manage by year)	CY+10Y, FR FR=UA will fully retain committee records
25	**PriSM** Privacy and Information Security (Includes compliance control and privacy impact assessments PIAs)	CY+5Y, SR SR=UA will fully retain PriSM committee records and summary program information that may be filed under this schedule.
35	**Training Development and Delivery**	EV+5Y, D EV=Date training is no longer current
45	**Issues**	CY+5Y, D
60	**Reports**	CY+5Y, SR SR=UA will selectively retain significant records in 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 *source of truth* records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		