IM4500: Information Management – Email Applications

University of British Columbia RECORDS SCHEDULE	Schedule Number: IM4500
Primary Title: Email Applications	**Office of Primary Responsibility (OPR):** UBCV: Communication & Collaboration Services, UBC IT UBCO: UBC IT Okanagan

This series currently includes UBC Faculty & Staff Email (FASmail) only. FASmail is an enterprise email service for serving staff, faculty and student employees of the University of British Columbia.

- For retention of back-up of email systems see IM4670 Information Systems Operations

Note: This primary does not include Student and alumni email (SAmail), or email on other systems used at the university but outside of the FASmail system.

Vital: No	PIB: Yes
Authority: Limitation Act (SBC 2012) Chapter 13 BoG Policy GA4: Records Management Transitory Records Schedule	**Date Approved:** 20201220

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01	**Policies and Procedures**	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	**General**	EV+5Y, D EV=Date superseded or obsolete
10	**Conversation history** (Legacy Skype-for-Business instant messaging) Automatically generated and transmitted instant message chat logs originating in a messaging application and delivered as transcripts to a generic folder called "Conversation History."	EV+90days, D EV=Based on the date of the message D=Automated destruction

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
http://recordsmanagement.ubc.ca
records.management@ubc.ca

	Note: Retain records documenting decisions in the appropriate space centrally (shared drive, or other central system or platform used for department recordkeeping).	
15	**Deleted Items, Junk E-Mail, RSS Feeds**	EV+90days, D EV=Based on the date of the message D=Automated destruction
25	**Inactive FAS mailbox** Inactive FASmail mailbox means a UBC FASmail mailbox belonging to an individual whose employment status has been declared as inactive by UBC Human Resources. This does not include the FASmail mailboxes belonging to faculty with emeritus status, employees on any type of protracted leave, such as sabbatical, parental, medical, or any other leave defined by UBC Human Resources.	EV+2Y, D EV=Based on date of inactivity D=Automated destruction by UBC-IT
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 for *source of truth* records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		