



## UBC OKANAGAN CAMPUS: ARCHIVAL RECORDS GUIDELINE

Corresponding to UBC Policy GA4 the University Archives functions as the repository for the records of permanent value which form the corporate memory of the University. Additionally, the University Archives collects non-corporate papers and collections assembled by the UBC community that further illuminate its institutional records.

The majority of administrative records are not archival in nature. The archival record includes:

### Records of institutional origins and growth

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|----------------------|--|
| Incorporation papers | Legal agreements                                       |
| Deeds                | Planning & development records (maps, plans, drawings) |
| Leases               |  |
| Contracts            |  |

### Records of institutional organization, management & administration

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|-------------------------------|---|
| Reviews                       | Organizational charts   |
| Audits                        | Correspondence by principles on important decisions or events |
| Special events materials      | Reports: Annual, project, study                               |
| Minutes of major committees   |   |
| Policy and procedures manuals |   |

### Records of institutional finances

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|-----------------------------|-----------------------|
| Budgets                     | Annual/general ledger |
| Annual financial statements | Audit material        |

### Records of institutional operations

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|--------------------------------------|------------------------------------|
| Pertaining to a unique unit function | Governing documents (constitution) |
| Strategic plans                      | Memoranda                          |
| Program plans                        | Media releases                     |

### Records of university curriculum

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|----------------------------|------------------|
| Course materials           | Course handbooks |
| Course development records | Course syllabi   |
| Curricular A/V material    |                  |

### Records are less likely to be archival if

- They are copies
- They contain information that is summarized or aggregated at a higher level
- They contain student, staff, or faculty personal information
- They are ephemeral and have little value for future reference once read