Purpose: To establish guidelines for the management, storage, archiving and destruction of Dean’s Office records.

Usage: Applies to all divisions of the Dean’s Office

Introduction

All records are the property of the University and are subject to Records Management Policy (#117) and the related UBC Records Manual and Retention Schedule, federal and provincial legislation, best practices and any requirements established by individual units.

This document has been created to assist units with appropriate management of records and personal information. Sections include:

1. Definitions
2. Policy and Legislative Framework
3. The Lifespan, Types and Schedules of Records
4. Records Retention and Disposal Process & Form
5. Appendices: Dean’s Office records storage locations

1. Definitions

A record is an account in permanent form, preserving knowledge or information about facts or events. Records includes books, documents, maps, drawings, photographs, letters, vouchers, papers, etc., on which information is recorded or stored in written, graphic or electronic format. In the context of an organization, a record is information – regardless of medium or characteristic – that the organization creates, receives or maintains in connection with the conduct of the organization’s affairs. Records management then is the practice of efficient and systematic control of records.

Special care must be taken with any record that contains personal information. Personal information is recorded information about an identifiable individual other than routine business contact information. ("Contact information" is information used to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual.)
2. Policy and Legislative Framework

Privacy Considerations & the Law

One statute with significant implications for records management is the BC *Freedom of Information and Protection of Privacy Act* ("FIPPA"). Post-secondary institutions are included on the list of public bodies to which the FIPPA applies. The FIPPA has two main purposes:

First, the FIPPA makes public bodies more open and accountable by providing the public with a general right of access to records (with a few exceptions for sensitive information). Following these records management and retention guidelines will ensure that the University and its units comply with the access obligations under the FIPPA.

Second, the FIPPA requires public bodies to protect personal information from unauthorized collection, use, or disclosure. While privacy rules are complicated, here are some general guidelines:

- Personal information may only be collected for limited purposes – generally only when it is necessary for one of our programs or activities.
- Generally, personal information may only be collected directly from the individual, not indirectly.
- Personal information must be used for the purpose for which it was originally collected, or a use consistent with that purpose.
- Personal information must be stored in Canada and may not be accessed from outside of Canada.
- Personal information must be protected using “reasonable security arrangements”.
- Personal information may be shared between University faculty and employees on a “need-to-know” basis, but may not be shared with third parties outside the University in most cases, without the written consent of the individual.

Questions?

Keep in mind that there can be exceptions to guidelines. If you have any questions about privacy, contact the UBC Access and Privacy Manager, Office of the University Archives.
3. The Lifespan, Types and Schedules of Records

Responsibilities

Each person is responsible for managing his/ her records (electronic or physical/hard copy) on a regular basis in order to classify and prepare records for storage or destruction. Each division of the Dean’s Office must identify a coordinator who will be responsible for the management of your division’s records on a regular / annual basis (i.e. following the academic, fiscal or calendar year-end). The Office Manager maintains a list of all records coordinators.

The Lifespan of Records

Other than records that can be immediately disposed of, all records that are required to be retained follow the same sequential lifespan, and are kept for a period of years. Records move through stages – Active, Semi-Active and finally In-Active. Definitions of each follow as well as a sample Records Retention Schedule. A Records Retention Schedule is a document that assigns codes to a company’s records so that they are kept as long as legally and operationally required and in order to adhere to records keeping requirements. Individual companies may differ on their retention schedules though some standardization exists where covered by legislation (e.g., FIPPA requirements for Human Resources files).

These Retention Schedules are the recommended, minimum requirements. Your unit/ division may elect to keep records beyond what is indicated in this document. However, care should also be taken to ensure that any records kept beyond the recommended retention period are reviewed in the future (i.e., don’t keep a record too long).

Storage Time

Active Records (A) are current records of ongoing value, which are used frequently and must be readily available in the appropriate office (e.g., stored in locally accessible file cabinets). These records are retained for a period of time, indicated in years, according to the Type and Sub-type of the record.

Semi-active Records (SA) are records of ongoing value which are required occasionally (i.e., require less frequent access) and should be accessible within your on-site storage area (e.g., in a secured basement storage room). Like Active records, Semi-active records are also retained for a period of time (years), according to the Type and Sub-type of record on the Records Retention Schedule.
In-active Records (IA) are records that have been retained for the appropriate retention period and are no longer needed. Such records have a **Final Disposition** or status to indicate the final action to be taken with the records:

- **Destroyed (D)** – usually through confidential shredding. If the record contains no personal information of identifiable parties or any business information about the University or its units, it may be recycled (see page 5).
- **Superseded/Obsolete (SO)** - indicates that the record is to be retained until it is superseded or obsolete. An example of a record that becomes superseded or obsolete is a template for an Application Form (e.g., Passport). When the new form is created, the previous version becomes superseded/ obsolete.
- **Selective Retention (SR)** – indicates that a portion of a record may be selectively retained for historical or other value while other portions may be destroyed. Normally, a review of records for selective retention occurs prior to a transfer to the Faculty’s or University’s Archives.

**Storage Locations**

- **Local storage** - refers to storage on site (e.g., file cabinets, storage rooms, etc.,) and usually applies to hard copy records that are in their Active or Semi-active stage.

- **Electronic storage** – the management of electronic files should follow the same schedule as hard copy records.

- **Faculty Archives (FA)** – records that are retained for continued value to the Faculty but not necessarily the University. These are retained in central storage within the Dean’s Office.

- **University Archives (UA)** - transferred to permanent storage if they are of continued administrative, legal, evidentiary, informational or historical value to the University, based on the guidelines in this document regarding what is archive-worthy.

**Sample Records Retention Schedule**

<table>
<thead>
<tr>
<th>Record Type: General Administration</th>
<th>Active</th>
<th>Semi Active</th>
<th>Final Disposition</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence – business</td>
<td>2yr</td>
<td>3yr</td>
<td>SR/FA/UA</td>
<td>Manager/ Director of unit</td>
</tr>
</tbody>
</table>

**TIP**

Electronic records and their management should follow a similar schedule and system to paper records. For example, if a paper resume is required to be kept for one year, the same would be true of the electronic copy.
**Sample of Storage Dates**

<table>
<thead>
<tr>
<th>Record series/ type</th>
<th>General Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record subtype</td>
<td>Correspondence – Business</td>
</tr>
<tr>
<td>Description</td>
<td>Letters &amp; memos from the Dean to various donors</td>
</tr>
<tr>
<td>Last date of records</td>
<td>2010</td>
</tr>
<tr>
<td>Active date</td>
<td>2012 (i.e., 2010 + 2 years)</td>
</tr>
<tr>
<td>Semi-active date</td>
<td>2015 (i.e., 2012 + 3 years)</td>
</tr>
<tr>
<td>Final disposition type</td>
<td>SR/ FA/ UA (in 2015, files are selectively retained)</td>
</tr>
</tbody>
</table>

**Reviewing Records: To Keep or Not to Keep? That is the Question!**

Volumes of records are generated every day and fortunately, many records do not need to be kept long term. However, care must be taken not to destroy records that should be retained! When making decisions about a record and whether to retain or destroy it, there are a number of factors to consider that together, provide a greater picture about that record. Start with the questions below to aid in your decision-making:

- **Who** created the record? Who is the owner? Who may need it in the future?
- **What** is the nature of the record? What is it about (e.g., financial vs. personnel related)? What is its form (original or copy or draft)?
- **When** was the record created? When might it be used again?
- **Where** did the record originate? Is it a copy sent from another source?
- **Why** would this record be destroyed or retained? Is there some value to keeping it?

**Records that can be Destroyed**

The following general guidelines apply to both electronic and physical records and indicate the types of records that are *not required* to be kept, according to our Records Retention Schedule:

- Secondary copies of documents that your unit does not have custody over (e.g., copies of records from units like HR, Finance, or an external agency (e.g., a health authority). **It is important that units learn which records are your responsibility and which are not. If you are unable to do so, contact the:**
  - Record creator (e.g., UBC Finance or the Office of Research Services)
  - Records Manager in the Office of the University Archives.

*Tip: If in doubt contact the Office Manager for assistance.*
• Materials, usually printed documents created for a specific, limited purpose and generally designed to be discarded after use (e.g., advertisements, general announcements);
• Superseded published documents (e.g., calendars, brochures, advertising, etc. of a routine nature; inventory lists);
• Duplicates;
• Non work-related spam and correspondence (including personal email);
• Informational emails once superseded (e.g., general information related to events, workplace health, parking);
• Draft documents – unless there is a need to show progression (e.g., policy development). However, under FIPPA legislation, drafts cannot be withheld and may be required to supply/produce – this means that if a FIPPA request is made all documents pertaining to the request must be submitted;
• Working papers (the supporting materials related to the production of a document) once the document is complete (e.g., project planning, notes, research info);
• Reference materials relating to routine documents once the final document is complete (e.g., include articles, bookmarks, images);
• Photocopies/ fax copies where the original is filed elsewhere;

**Records that are Retained & their Retention Schedules**

Records generally fall into one of the following categories:

a) General Administration
b) Financial
c) Human Resource
d) Student

Descriptions of each record type, its various sub-types, and the retention schedules follow.

**A. General Administration Records**

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**What are “General Administration” records?**

• Often referred to as “house-keeping” records, they support the general work of the unit as produced by/ for the unit;
• Often detail the origins, structure, curriculum, etc., about the University/ its units;
• Have administrative, legal, operational, cultural, social or scientific value.

**Examples of “General Administrative” records that can be destroyed include:**

• Catalogues, trade journals, videos and other printed or published materials that are authored by and received from other offices;
• Information copies, secondary copies, bulletins, forms, broadcast messages;
• Miscellaneous memoranda, email, notices, holiday notices;
• Documents or published materials etc. that are produced by another unit and do not add value to the receiving unit;
- Correspondence – personal: private messages, spam, unsolicited advertising, non-business information;
- Preliminary drafts (not needed to document the progression of a document or process);
- Notes, recordings, drawings once they have been transcribed into final form;
- Written telephone messages, and other routine operational memoranda that do not relate to the functional responsibility of the unit (i.e., no operational or administrative value).

**Examples of “General Administrative” records that are retained include:**

- Committee records - minutes, relevant supporting documentation, terms of references, and reports of major decision-making committees of the organization (i.e., documenting organizational business affairs), or relating to faculty or staff recruitment and university appointments, curriculum, initiatives, or special projects, etc.;
- Correspondence – business: directives or an approval for a particular course of action, an interchange of messages about a case or policy issue or data exchange with another agency;
- Evidential documents, contracts and agreements;
- Policy and planning records;
- Annual reports, special projects, reviews and audits;
- Organization charts;
- Published materials – catalogues, brochures, videos, maps, floor plans;
- Key/ select materials for special events such as conferences, fund raisers, anniversary celebrations, and in some cases photographs and invitations related to the origin of a unit (i.e., omit miscellany);
- Vital records that dictate emergency operation protocols deemed essential for business continuity in the event of a disaster;
- Rights and interests records necessary to protect assets, obligations and resources of the organization as well as its students and employees.

### Sub-types of General Administrative Records & their Retention Schedules

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Sub-type</th>
<th>Active</th>
<th>Semi Active</th>
<th>Final Disposition</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Competitions – e.g., awards, prizes, nominations</td>
<td>1 yr</td>
<td>SO</td>
<td>D</td>
<td>Manager/ Director of unit</td>
</tr>
<tr>
<td></td>
<td>Committees - Reviews - Department Head/ School/ decanal portfolios / external faculty</td>
<td>2 yr</td>
<td>SO</td>
<td>SR/ UA</td>
<td>Director, Faculty Affairs</td>
</tr>
<tr>
<td></td>
<td>Committees Internal - Searches - Department Head/ School/ decanal portfolios</td>
<td>2 yr</td>
<td>3 yr</td>
<td>SR/ D</td>
<td>Director, Faculty Affairs</td>
</tr>
<tr>
<td></td>
<td>Committees Internal- Faculty Executive / Full Faculty (i.e., Faculty Governance)</td>
<td>5 yr</td>
<td>0 yr</td>
<td>UA</td>
<td>Director, Faculty Affairs</td>
</tr>
<tr>
<td></td>
<td>Committees Internal--Faculty Appointment, Reappointment,</td>
<td>7 yr</td>
<td>4 yr</td>
<td>SR/D</td>
<td>Manager, Recruitment &amp; Appointment</td>
</tr>
</tbody>
</table>
Promotion & Tenure

| Committees Internal – Major Standing (representing Faculty of Medicine) | 2 yr | 3 yr | SR/D | Director or Manager of the division |
| Committees – Ad Hoc (representing Faculty of Medicine) | 2 yr | 3 yr | SR/D | Director or Manager of the division |
| Committees – Representative for an external committee | 2 yr | 0 yr | SR/D | Manager/ Director of unit |
| Contracts, agreements and other evidential documents, including accreditations | During term | SO | Original - UA SR/FA/UA/D | Manager/ Director of unit |
| Correspondence – business | 2 yr | 3 yr | SR/FA/UA | Manager/ Director of unit |

**SR** - Selective Retention  
**FA** - Faculty Archives  
**UA** - University Archives  
**D** - Destroyed

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### B. Financial Records

**What are “Financial” Records?**

- Are either original or copies of documents used to substantiate transactions into a financial software application and/or the actual online transaction in the application.

**Examples of financial records include:**

- Documents that support revenue coming into a department (e.g., sales receipts);
- Documents that support the disbursement of funds from a department (e.g., payment vouchers, expense advance forms, vendor invoices, and vendor receipts);
- Supporting documents for a journal entry;
- Records and documents associated with procurement card (p-card) transactions;
- Working papers documenting financial processes, calculations, etc.;
- Annual financial statements or annual/general ledgers;
- Audit materials.

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In this example, these records are to be reviewed to retain only key information, then moved to either Faculty or University archives.
### Sub-types of Financial Records & their Retention Schedules

<table>
<thead>
<tr>
<th>Record Type: Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sub-type</strong></td>
</tr>
<tr>
<td>Accounts Payable: journal vouchers and backup documents, cash receipts, requisitions with vendor invoices in and receipts, purchase orders.</td>
</tr>
<tr>
<td>Accounts Receivable: recovery accounts, Invoices out/ bill-backs</td>
</tr>
<tr>
<td>General ledgers, financial reports</td>
</tr>
</tbody>
</table>

*D - Destroyed*

### C. Human Resource Records

#### What is a “Human Resource” Record?

- Contains personal information about faculty and staff employees (current, terminated, retired) and includes records related to the management of the employee career, including payroll, pension, discipline and commendation records, as well as routine records related to recruitment, hiring, management and termination.

#### Organization of Human Resource Records

- Are in chronological order, most recent on top;
- Include original job application and/ or resume, offer letter of employment, transfer notices where applicable, appointment notices, vacation and sick leave records (especially for staff), performance evaluations and correspondence relating to the individuals' appointment(s);
- Does not contain duplicates, unless they contain additional information from the original;
- Do not contain informal notes.

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**Staff HR files**

*Active staff records:* Unit managers should hold the HR record of each employee with:
- job descriptions;
- annual attendance records & supporting documentation for the current year;
- performance reviews;
- UBC HR forms (e.g., S.A.F.);
- correspondence (e.g., awards, discipline).

*Terminated staff records:* On an annual basis, unit managers should transfer all records for any retired, resigned or inactive staff to the HR Coordinator for the Dean’s Office.

If in doubt, check with the HR Coordinator Dean’s Office.
Sub-types of Human Resource Records & their Retention Schedules

<table>
<thead>
<tr>
<th>Sub-type</th>
<th>Active</th>
<th>Semi Active</th>
<th>Final Disposition</th>
<th>Authorizer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff – recruitment (advertisements, job descriptions, unsuccessful applicants)</td>
<td>1 yr</td>
<td>0/ SR</td>
<td>D</td>
<td>Manager/ Director of unit / HR Coordinator</td>
</tr>
<tr>
<td>Staff – employees</td>
<td>During term</td>
<td>7 yr (after termination)</td>
<td>D</td>
<td>Manager/ Director of unit</td>
</tr>
<tr>
<td>Faculty – recruitment (advertisements, job descriptions, unsuccessful applicants)</td>
<td>2 yr</td>
<td>0/ SR</td>
<td>SR/D</td>
<td>Manager, Recruitment &amp; Appointment</td>
</tr>
<tr>
<td>Faculty – visiting, clinical fellows and postdoctoral fellows</td>
<td>During term</td>
<td>7 yr (after termination)</td>
<td>D</td>
<td>Manager, Recruitment &amp; Appointment</td>
</tr>
<tr>
<td>Faculty – clinical faculty, other non-tenure</td>
<td>During term</td>
<td>40 yr</td>
<td>D</td>
<td>Manager, Recruitment &amp; Appointment</td>
</tr>
<tr>
<td>Faculty – tenure stream</td>
<td>During term</td>
<td>Permanent</td>
<td>FA</td>
<td>Manager, Recruitment &amp; Appointment</td>
</tr>
<tr>
<td>*See also Article 7.1 “Personnel files” – Collective Agreement, Faculty Association</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

O – Obsolete    D – Destroyed    SR – Selective Retention    FA – Faculty Archives

D. Student Records

What is a “Student” Record?

- Records relate to student applicants, current students, and recently graduated students. May include application, transcript, letters of reference, as well as records related to the student’s career including awards, discipline records, as well as routine administrative records.

Organization of MD Undergraduate Student Records

- First two years of files are held in hard copy with checklist (see below) and filed chronologically. After that all files are held electronically on the Faculty of Medicine’s administrative tool called one45. These files will include:
  - Admissions materials – file to be transferred to the MD undergraduate office will contain only transcripts. All other Admissions material (incl. correspondence, interview information, etc.) will be maintained by the Admissions office.
  - Other materials – may include Student Health Summary, bios., correspondence, bank letters, Medical Student Performance Record and temporary certificate with the BC College of Physicians & Surgeons.
  - Student assessments – All assessments available in hard copy incl. Objective Structured Clinical Examination (OSCE) results will be maintained in each student file. The assessments for the components need not be included in the permanent student file, but maintained within the relevant program area, in the event of an appeal/challenge and held until the student graduates. Electronic copies must be stored securely.
Before Filing MD Undergraduate Record Materials

- Full hard copy file is archived with checklist as follows:
  - Official transcripts
  - Temporary Certificate issued by the BC College of Physicians & Surgeons
  - Correspondence
  - Signed Freedom of Information Form
  - Student Health Summary
  - Objective Structured Clinical Examination (OSCE) Results
  - Comprehensive Exam Results
  - Examination Results for Principles of Human Biology
  - Assessments – Years 1 and 2 include the following;
    - PBL end of block assessments only,
    - Family Practice Preceptor Assessment forms only,
    - DPAS end-of-term tutorial participation forms only,
    - Clinical Skills individual component assessments

<table>
<thead>
<tr>
<th>Record Type: Medical Student Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-type</td>
</tr>
<tr>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Student – applicants</td>
</tr>
<tr>
<td>Student - rejected or withdrawn</td>
</tr>
<tr>
<td>Student - visiting electives</td>
</tr>
<tr>
<td>Student – graduated/ completed</td>
</tr>
<tr>
<td>Student – Residents</td>
</tr>
<tr>
<td>Professional Programs</td>
</tr>
</tbody>
</table>

D – Destroyed                      SO – Superseded/Obsolete
How to Review, Store and Dispose of Records

1. **Start** with a preliminary review of the record to identify if it should be retained or destroyed. Ask yourself the “who, what, when, where, why” questions (page 5).

2. **Classify** the type of record (e.g., General, Administrative, Financial) and then the “sub-type” (e.g., correspondence – business). Then, refer to the retention schedule indicated for the sub type of record.

3. **Review** the record. Weed out duplicates or other items not required to be kept. **Selectively retain** (SR) the remaining records. Electronically scan items that may be important long term.

4. **Pack** the completed record into a file storage box with one type/subtype of record or year per box, where possible.

5. **Complete** a “Records Retention and Disposal Form” for each completed box and obtain a signature from the authority of the records, according to the unit/type of records series. Make a copy for your own records and one for the Office Manager.

6. **Attach** the original Form to one end of the records box.

7. **Send** copy of Records Retention and Disposal Form to Office Manager. All boxed records need to be tracked/logged in/out in case there is a need to retrieve the record. This is done on the Records Management Log managed by the Office Manager.

8. **Notify** the Office Manager (or designate) prior to moving boxes to/from your storage location. The Office Manager will coordinate with you.

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**Calculating the retention schedule for a record**

*E.g., correspondence – business: 2 yrs (active) > 3 yrs (semiactive) > SR/FA/UA.*

1. **Determine the last year of the record for all records in the box** (e.g., 2010).
2. **Consult the Records Retention Schedule** for the type of record.
3. **Determine the # of years the record is Active for** (e.g., 2). Add that to the last date of the record (e.g., 2 + 2010 = 2012).
4. **Determine the # of years the record is Semi-active for** (e.g., 3). Add to the Active date (e.g., 3 + 2012 = 2015).
5. **In the Final Disposition year** (2015), the record can be destroyed or selectively retained, according to the records retention schedule.
5. Records Retention and Disposal Form

This Form is to be completed for all records storage/ archiving. Signature confirms that all records have been reviewed for adherence to the Freedom of Information and Protection of Privacy Act (FIPPA) guidelines before being transferred to storage.

1. **Complete** all fields of the Form.
2. **Obtain** the authorizing signature from the person responsible for the records.

<table>
<thead>
<tr>
<th>Record series/ type</th>
<th>General Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record subtype</td>
<td>Correspondence – Business</td>
</tr>
<tr>
<td>Description</td>
<td>Letters &amp; memos from the Dean to various donors</td>
</tr>
<tr>
<td>Last date of records</td>
<td>2010</td>
</tr>
<tr>
<td>Active date</td>
<td>2012 (i.e., 2010 + 2 years)</td>
</tr>
<tr>
<td>Semi-active date</td>
<td>2015 (i.e., 2012 + 3 years)</td>
</tr>
<tr>
<td>Final disposition type</td>
<td>SR/ FA/ UA (in 2015, files are selectively retained)</td>
</tr>
<tr>
<td>Signature</td>
<td>x__________________________________________x__________________________________________x__________________________________________</td>
</tr>
</tbody>
</table>
6. Appendix: Dean’s Office Records Storage Locations

**Woodward IRC building (basement level)**

Room B7-3 (Records Storage) – Take first left, cage at far end

<table>
<thead>
<tr>
<th>MD UG Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Room B7-11 (Records Storage) - Cage at far end of hall

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance</td>
<td>Finance</td>
<td>Finance (overspill)</td>
<td>FARM</td>
</tr>
<tr>
<td>Finance</td>
<td>Finance</td>
<td>Dean’s Office</td>
<td>Faculty Affairs</td>
</tr>
<tr>
<td>Finance</td>
<td>Finance</td>
<td>Development</td>
<td>Faculty Affairs</td>
</tr>
<tr>
<td>Finance</td>
<td>Finance</td>
<td>Facilities &amp; Planning</td>
<td>Research</td>
</tr>
<tr>
<td>Finance</td>
<td>Finance</td>
<td>Facilities &amp; Planning</td>
<td>Research</td>
</tr>
<tr>
<td>Finance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Room B7-13 (Records Storage) – Second cage on right

<table>
<thead>
<tr>
<th>Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTRANCE</td>
</tr>
</tbody>
</table>

shelving - reduced height ceiling
Room B7-14 (Confidential Shredding) - Third cage on right

**ENTRANCE** | Confidential Shredding

Room B7-18 (Records Storage) - First cage on right

**ENTRANCE**

<table>
<thead>
<tr>
<th>Student (MD UG)</th>
<th>Student (MD UG)</th>
<th>Student (MD UG)</th>
<th>Staff HR</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>x</th>
<th>Faculty HR</th>
</tr>
</thead>
</table>

- filing cabinets - reduced height ceiling

x:\records management\records mgmt guidelines - ubc fac of med - dean's office - final jan 9-2013.doc