

**University of the Fraser Valley
Records Retention Schedule**

Function: Local Administration (100—499)

Primary: 455—Collaborative Instant Messaging

Collaborative instant messaging refers to any platform used for university collaboration. Other record types associated with instant messaging will be added to this retention schedule as retention periods are prescribed.

Record types include instant messaging as part of any collaboration software used for transitory and routine communication only. Do not use any instant messaging system to store records, make project or business decisions. This schedule pertains to MS Teams Chat including one-on-one or one-to-many conversations outside the scope of an official Teams site or channel. **This schedule does not affect one-to-one or one-to-many conversations within a Teams site/channel.**

Primary— Secondary Functions	Record Series (Description)	OPR			PI	Retention Rational	VR
		Infrastructure: ITS and Secretariat	Content: All offices	Active			
455—00	Policies and procedures related to instant messaging	SO	Nil	DE	No	Policies and procedures related to instant messaging are retained until they become superseded or obsolete, where that reflects updates to documents.	No
455—30	MS Teams Instant Messaging (Chat)	EV+180 Days	Nil	DE	No	Source: UFV Transitory Record Schedule . Instant messaging as part of any collaboration software is used for transitory and routine communication only . Do not use any instant messaging system to store records, make project or business decisions. Note MS Teams Chat: One-to-one or one-to-many conversations outside of a	No

						Teams site (equivalent to Instant Messaging). EV=Start date of message.	
--	--	--	--	--	--	--	--

Acronym

OPR Office of Primary Responsibility
 A Active
 SA Semi-active
 FD Final disposition
 FY Fiscal year
 Nil No retention period
 SO Superseded or obsolete
 Y Year
 CY Calendar year
 NA Not applicable
 WK Week
 MO Month
 FY Fiscal year
 T End of term
 EV Start date of message
 DE Destruction
 FR Full retention (archive)
 SR Selective retention
 OD Other disposition
 FOI Freedom of Information/Privacy
 PI Personal information
 VR Vital records

Description

Maintains integrity of records

 Records life cycle

 Active and Semi-active periods

 Final Disposition Action

 Special Flags