| Primary offices | Directory Section | Series number | Series title |
|---|---|---|---|
| Academic Unit Offices | Student Records | SR190-02 | Grade Reporting - Examination questions |
| Academic Unit Offices | Teaching Programs | TP001 | General |
| Academic Unit Offices | Teaching Programs | TP095 | Course Evaluations |
| Accounting Services | Financial Management | FM140-30 | Endowment case files |
| Accounting Services | Financial Management | FM150-02 | Fees - Credit Students - Fee Batch lists |
| Accounting Services | Financial Management | FM150-04 | Fees - Credit Students - SABS Batch Source documents |
| Accounting Services | Financial Management | FM150-06 | Fees - Credit Students - Revenue Canada records |
| Accounting Services | Financial Management | FM150-08 | Fees - Credit Students - Student Aged Account lists |
| Accounting Services | Financial Management | FM150-10 | Fees - Credit Students - Purged Fee transactions |
| Accounting Services | Financial Management | FM150-50 | Fees - Credit Students - Student Account Billing System (SABS) |
| Accounting Services | Financial Management | FM155-02 | Financial Transactions - Cashier records |
| Accounting Services | Financial Management | FM155-04 | Financial Transactions - General Ledger |
| Accounting Services | Financial Management | FM155-40 | Financial Transactions - Bank Account records |
| Accounting Services | Financial Management | FM225-02 | Insurance Policy records |
| Accounting Services | Financial Management | FM225-04 | Insurance - Property Appraisals |
| Accounting Services | Financial Management | FM225-05 | Insurance - Canadian Universities Reciprocal Insurance Exchangeprocal |
| Accounting Services | Financial Management | FM225-20 | Insurance claim case files |
| Accounting Services | Financial Management | FM230-02 | Investment Management records |
| Accounting Services | Financial Management | FM230-06 | Investment Certificates |
| Accounting Services | Financial Management | FM320-03 | General Payroll Records |
| Accounting Services | Financial Management | FM320-06 | Payroll - Revenue Canada records |
| Accounting Services | Financial Management | FM330-02 | Pension Plan Agreements |
| Accounting Services | Financial Management | FM330-04 | Pension Administration - Minutes of Pension Plan Boards and Committees |
| Accounting Services | Financial Management | FM330-05 | Pension Administration - Working papers of Pension Plans |

| Primary offices | Directory Section | Series number | Series title |
|---|---|---|---|
| Accounting Services | Financial Management | FM330-06 | Pension Administration - Triennial Actuarial Valuations |
| Accounting Services | Financial Management | FM330-20 | Pension Administration - Faculty and A&AP Pension case files |
| Accounting Services | Financial Management | FM330-30 | Pension Administration - Staff Pension case files |
| Accounting Services | Financial Management | FM375-02 | General financial reports |
| Accounting Services | Financial Management | FM375-04 | Financial Statements |
| Accounting Services and offices maintaining supporting timesheet records. | Financial Management | FM320-20 | Payroll - Employee pay records |
| Accounting Services, All Offices | Financial Management | FM155-20 | Financial Transactions - Accounts Payable |
| Accounting Services, All Offices | Financial Management | FM155-30 | Financial Transactions - Accounts Receivable (non-tuition) |
| Accounting Services, Development | Financial Management | FM140-02 | Endowment Management Records |
| Accounting Services, Institutional Analysis | Financial Management | FM375-08 | Statistical reporting |
| Administrative Registrar | Buildings and Properties | BP145 | Facilities Scheduling |
| Administrative Registrar | Student Records | SR440-50 | Student Academic Records - (ISIS) Banner Student |
| Administrative Registrar, Academic Unit Offices | Student Records | SR190-04 | Grade Reporting - Examination answer papers |
| Administrative Registrar, Academic Unit Offices | Student Records | SR190-06 | Grade Reporting - Grade submission/change forms |
| Administrative Registrar, Academic Unit Offices | Student Records | SR190-08 | Grade Reporting - Grade lists |
| Administrative Registrar, Academic Unit Offices | Student Records | SR480-20 | Transfer Credit case files |
| Administrative Registrar, Academic Unit Offices, Continuing Studies | Student Records | SR440-20 | Student Academic Records - Undergraduate case files |
| Administrative Registrar, Faculty and Academic Unit Offices | Teaching Programs | TP410 | Scheduling |
| Administrative Registrar, Graduate Studies | Student Records | SR050-10 | Awards - Scholarship and Fellowship lists |

| Primary offices | Directory Section | Series number | Series title |
|---|---|---|---|
| Administrative Registrar, Graduate Studies, External Relations, Academic Units, Accounting Services | Student Records | SR050-20 | Award case files |
| Administrative Registrar, Law, Fine Arts (Music and Theatre), Human and Social Development | Student Records | SR015-20 | Undergraduate Admissions case files |
| Administrative Registrar, University Secretary | Governance | GV085-02 | Convocation - Application for Graduation cards |
| Administrative Registrar, VP Academic, Institutional Analysis, Co-operative Education | Student Records | SR375-02 | Reports and Statistics |
| Advising Centres, Academic Unit Offices | Student Records | SR020-20 | Student Advising case files |
| All Offices | Administration | AD001 | Administration General |
| All Offices | Administration | AD005 | Administrative Planning and Reporting |
| All Offices | Administration | AD010 | Appreciation and Complaints |
| All Offices | Administration | AD020 | Associations and Societies |
| All Offices | Administration | AD035-30 | Auditing – External Audits, Reviews, and Investigations |
| All Offices | Administration | AD090 | Contracts and Agreements |
| All Offices | Administration | AD260 | Legislation |
| All offices | Administration | AD310 | Equipment and Supplies Control |
| All Offices | Administration | AD375 | Reports and Statistics |
| All Offices | Administration | AD380 | Staff Meetings |
| All Offices | Buildings and Properties | BP001 | General |
| All Offices | Computing and Systems Services | CS001 | General |
| All Offices | Financial Management | FM001 | General |
| All Offices | Governance | GV001 | General |
| All Offices | Human Resources | HR001 | General |
| All Offices | Human Resources | HR120-30 | Employment Issues |
| All Offices | Libraries, Archives and Museum | LA001 | General |
| All Offices | Student Records | SR001 | General |

| Primary offices | Directory Section | Series number | Series title |
|---|---|---|---|
| All Offices | Student Services | SS001 | General |
| Athletics and Recreational Services | Student Services | SS045 | Athletic Services |
| Athletics and Recreational Services | Student Services | SS425 | Recreational Services |
| Bookstore | Student Services | SS060-04 | Bookstore Services - book request forms |
| Bookstore | Student Services | SS060-08 | Bookstore Services - NSF cheques name lists |
| Budget Office | Financial Management | FM060-20 | Budget |
| Budget Office | Financial Management | FM060-30 | Budget Forecasts |
| Budget Office | Financial Management | FM060-40 | Budget Development |
| Campus Security Services | Safety and Security | SA285 | Motor Pool Services |
| Campus Security Services | Safety and Security | SA395 | Reports and Statistics |
| Campus Security Services | Safety and Security | SA415 | Security Services |
| Campus Security Services | Safety and Security | SA475 | Traffic Regulation |
| Campus Security Services, President, VP Finance and Operations, VP Academic, Student Services | Safety and Security | SA405 | Safety and Security Problems |
| Ceremonies and Special Events | Administration | AD070 | Ceremonies and Events Coordination |
| Child Care Services | Student Services | SS075-01 | Child Care General |
| Child Care Services | Student Services | SS075-10 | Child Care Wait List |
| Child Care Services | Student Services | SS075-20 | Child Care Registrations |
| Child Care Services | Student Services | SS075-30 | Child Care Log Book |
| Computing and Systems Services | Administration | AD475 | Telecommunications Services |
| Computing User Services | Administration | AD320 | Photographic Services |
| Computing User Services | Computing and Systems Services | CS075 | Computer Labs Management |
| Computing User Services, Computing and Systems Services | Computing and Systems Services | CS080 | Computer Store Services |

| Primary offices | Directory Section | Series number | Series title |
|---|---|---|---|
| Computing User Services, Computing and Systems Services | Computing and Systems Services | CS085 | Computing Support Services |
| Computing User Services, Computing and Systems Services | Computing and Systems Services | CS260 | Local Area Network Services |
| Computing User Services, Computing and Systems Services | Computing and Systems Services | CS295 | Network Services |
| Computing User Services, Computing and Systems Services | Computing and Systems Services | CS450 | Systems Management |
| Computing User Services, Computing and Systems Services | Computing and Systems Services | CS460 | Technical Services |
| Computing User Services, Computing and Systems Services | Teaching Programs | TP075 | Computing Education Services |
| Computing User Services, Computing and Systems Services | Teaching Programs | TP465 | Television Services |
| Computing User Services, Computing and Systems Services, University Librarian | Computing and Systems Services | CS280 | Micro Systems Management |
| Continuing Studies | Student Records | SR440-40 | Student Academic Records - Non-credit Student case files |
| Continuing Studies | Student Records | SR440-60 | Student Academic Records - Continuing Studies Registration System/ Student Records |
| Continuing Studies | Teaching Programs | TP085 | Continuing Education Programs |
| Continuing Studies (Dean's Office); Office of the University Secretary | Governance | GV420-50 | Senate Committee on Continuing Studies |
| Continuing Studies, Communication Services, Faculty and Academic Unit Offices, Centres | Teaching Programs | TP080 | Conference Management |
| Co-operative Education, VP Academic, Academic Unit Offices | Teaching Programs | TP090 | Co-operative Education |
| Counselling Services | Student Services | SS085-02 | Counselling Services - course sign-up |

| Primary offices | Directory Section | Series number | Series title |
|---|---|---|---|
| Counselling Services | Student Services | SS085-20 | Counselling case files |
| Dean's Office, Chair's Office, University Librarian; VP Academic and Provost | Human Resources | HR030-20 | Performance files: Regular Faculty and Librarians |
| Departmental Offices | Human Resources | HR020-50 | Emeritus/Emerita Faculty |
| Equity Issues | Human Resources | HR145-02 | Equity Compliance reports |
| Equity Issues, VP Academic (faculty), President (old files) | Human Resources | HR145-20 | Equity Issues case files |
| External Relations | Administration | AD165-20 | Fundraising |
| External RelationsAlumni RelationsPresident's Office | Administration | AD165 | Fundraising |
| Facilities Management | Administration | AD280 | Mail and Messenger Services |
| Facilities Management | Buildings and Properties | BP050 | Buildings Maintenance |
| Facilities Management | Buildings and Properties | BP065 | Campus Planning |
| Facilities Management | Buildings and Properties | BP230 | Utilities |
| Facilities Management | Buildings and Properties | BP235 | Janitorial Services |
| Facilities Management | Buildings and Properties | BP275 | Properties Maintenance |
| Facilities Management, Campus Security Services, All Offices | Buildings and Properties | BP250 | Key Issuance |
| Faculty of Engineering, Faculty of Human and Social Development | Teaching Programs | TP015 | Accreditation |
| Faculty of Human and Social Development, Faculty of Education, Department of Psychology | Student Records | SR450-20 | Student Practicum case files |
| Faculty Offices | Governance | GV145-20 | Faculties - Dockets |
| Faculty offices, Academic Unit Offices; VPAC, University Librarian's Office | Human Resources | HR010-30 | Academic Search case files |
| Faculty Offices, University Secretary | Governance | GV145-04 | Faculties - Minutes |
| Graduate Studies, Academic Unit Offices | Student Records | SR440-30 | Student Academic Records - Graduate Student case files |

| Primary offices | Directory Section | Series number | Series title |
|---|---|---|---|
| Housing, Food and Conference Services | Student Services | SS165 | Food Services |
| Housing, Food and Conference Services | Student Services | SS210 | Housing Services |
| Human Resources | Human Resources | HR110-02 | Job Classification Standards |
| Human Resources | Human Resources | HR110-20 | Job Description files |
| Human Resources for CUPE, exempt staff, and management excluded. Departments for PEA staff. ULO for librarians. | Human Resources | HR050 | Leave Management |
| Human Resources, VP Academic and Provost (faculty and librarians) | Human Resources | HR120-20 | Employee Group Interpretation |
| Human Resources, Accounting Services (PD accounts) | Human Resources | HR040 | Employee Benefits |
| Human Resources, Departmental offices | Human Resources | HR010-50 | Staffing - Competitions |
| Human Resources, President, Vice-Presidents | Human Resources | HR120-35 | Arbitration |
| Human Resources, President, Vice-Presidents | Human Resources | HR120-40 | Appeals |
| Human Resources, VP Academic (faculty and librarians), University Secretary | Human Resources | HR120-02 | Employee Group Agreements |
| Human Resources, VP Academic and Provost (Faculty and Librarians) | Human Resources | HR120-45 | Grievances |
| Human Resources; VPAC | Human Resources | HR060 | Return to Work Consultations |
| Internal Audit | Administration | AD035-20 | Auditing – Internal Audits and Reviews |
| Internal Audit | Administration | AD035-40 | Auditing – Management Consultations |
| Maltwood Art Museum and Gallery | Libraries, Archives and Museum | LA295 | Museum and Gallery Management |
| Occupational Health and Safety | Safety and Security | SA001 | General |
| Occupational Health and Safety | Safety and Security | SA140 | Emergency Preparedness |

| Primary offices | Directory Section | Series number | Series title |
|---|---|---|---|
| Occupational Health and Safety | Safety and Security | SA205 | Hazardous Waste Management |
| Occupational Health and Safety | Safety and Security | SA310 | Occupational Health and Safety |
| Occupational Health, Safety and Environment, Campus Security | Human Resources | HR070-03 | Non-compensatory Accidents and Injuries |
| Occupational Health, Safety and Environment | Human Resources | HR070-04 | WorkSafe BC Cost Reports |
| Occupational Health, Safety and Environment | Human Resources | HR070-20 | WorkSafe Claim records |
| Office of the Chair or Secretary of the Committee | Administration | AD080 | Committees |
| Office of the Registrar – Student Awards and Financial Aid; Office of the University Secretary | Governance | GV420-40 | Senate Committee on Awards |
| Office of the Registrar; Office of the University Secretary | Governance | GV420-20 | Senate Committee on Curriculum |
| Office of the University Secretary | Governance | GV020 | Chancellor |
| Office of the University Secretary | Governance | GV060-03 | Board of Governors Administration |
| Office of the University Secretary | Governance | GV060-20 | Board of Governors – Dockets and Minutes |
| Office of the University Secretary | Governance | GV065 | Board of Governors Committees – Dockets and Minutes |
| Office of the University Secretary | Governance | GV140 | Convocation Roll Administration |
| Office of the University Secretary | Governance | GV260-30 | Freedom of Information requests |
| Office of the University Secretary | Governance | GV260-35 | Privacy |
| Office of the University Secretary | Governance | GV415 | Senate Administration |
| Office of the University Secretary | Governance | GV415-20 | Senate – Dockets and Minutes |
| Office of the University Secretary | Governance | GV420-00 | Senate Committees Administration |
| Office of the University Secretary | Governance | GV420-10 | Senate Committee on Agenda & Governance |
| Office of the University Secretary | Governance | GV420-25 | Senate Committee on Academic Standards |

| Primary offices | Directory Section | Series number | Series title |
|---|---|---|---|
| Office of the University Secretary | Governance | GV420-35 | Senate Committee on Appeals |
| Office of the University Secretary | Governance | GV420-45 | Senate Committee on Learning and Teaching |
| Office of the University Secretary | Governance | GV420-60 | Senate Committee on Honorary Degrees and Other Forms of Recognition |
| Office of the University Secretary | Governance | GV420-65 | Senate Committee on University Budget |
| Office of the University Secretary | Governance | GV420-70 | Senate Ad Hoc Committees |
| Office of the University Secretary | Human Resources | HR010-20 | President Search case files |
| Office of the University Secretary (university-level policies and procedures) All offices: unit- or portfolio-specific policies, procedures, guidelines, and manuals. | Governance | GV330-02 | Policies and Procedures |
| Office of the University Secretary; Offices in charge of holding the election or ratification. | Governance | GV160 | Elections |
| Office(s) responsible for developing or delivering the course. | Human Resources | HR090 | Training - Programs and Courses |
| ORS | Research | RE005 | Research Applications |
| ORS | Research | RE005 | Research Applications |
| ORS | Research | RE010 | Research Grants |
| ORS | Research | RE020 | Research Contracts and Agreements |
| ORS | Research | RE040 | Animal Care |
| ORS | Research | RE050 | Special Programs |
| ORS, VPRE, EXTR, VPFO (General Counsel) | Research | RE060 | Research Support |
| ORS; VPRE for MOUs and agreements | Research | RE030 | Human Research Ethics |

| Primary offices | Directory Section | Series number | Series title |
|---|---|---|---|
| President, University Secretary, Associate VP Legal Affairs, VP Academic, VP Finance and Operations, | Governance | GV260-70 | Legal Matters - Legal opinions |
| President, VP Academic, Communications Services, Faculty and Academic Unit Offices, Centres and Inst | Teaching Programs | TP260 | Lecture Series |
| President, VP Academic, VP Finance & Operations, Faculty Offices, Academic Unit Offices | Human Resources | HR010-40 | Senior Administrative Search case files |
| President, VP Academic, VP Finance & Operations, Human Resources | Human Resources | HR100-20 | Staff Salary Review files |
| President, VP Academic, VP Finance and Operations, VP Research, University Secretary | Governance | GV260-20 | Legal Matters - Contracts, Leases and Agreements |
| President, VP Finance and Operations, VP Academic, University Secretary, Co-operative Education | Administration | AD185 | Government Liaison |
| Prevention of Discrimination and Harassment, President | Safety and Security | SA195 | Harassment Complaints and Reports |
| Printing and Duplicating Services, Computing User Services | Administration | AD190 | Graphics and Printing Services |
| Purchasing Services | Financial Management | FM340 | Purchasing |
| Software Development, Computing and Systems Services | Computing and Systems Services | CS415 | Software Development |
| Student and Ancillary Services | Human Resources | HR325-10 | Personal Identification - Photo Identity records |
| Student and Ancillary Services | Student Services | SS250-08 | International and Exchange Student Services - Registration forms |
| Student and Ancillary Services | Student Services | SS250-20 | International & Exchange Student Services - Exchange student case files |
| Student and Ancillary Services | Student Services | SS250-30 | International & Exchange Student Services - International student case files |

| Primary offices | Directory Section | Series number | Series title |
|---|---|---|---|
| Student and Ancillary Services | Student Services | SS445-20 | Special Student Services - Deceased Student case files |
| Student and Ancillary Services | Student Services | SS445-30 | Special Student Services - Disabled Student case files |
| Student and Ancillary Services | Student Services | SS445-40 | Special Student Services - Student non-academic discipline case files |
| Student Employment Centre | Student Services | SS455-02 | Student Employment - Job postings |
| Student Employment Centre | Student Services | SS455-20 | Student Employment - Employer case files |
| Student Employment Centre | Student Services | SS465-02 | Student Employment Searching - Alumni career services registry |
| Student Employment Centre | Student Services | SS465-04 | Student Employment Searching - Casual work list |
| Student Employment Centre | Student Services | SS465-06 | Student Employment Searching - HRDC monthly activity reports |
| Student Employment Centre | Student Services | SS465-08 | Student Employment Searching - Workshop sign-up lists |
| Student Employment Centre | Student Services | SS465-20 | Student Employment Searching - Client Advising case files |
| Student Employment Centre | Student Services | SS465-30 | Student Employment Searching - Program Participants case files |
| Student Financial Aid Services, All Offices | Student Services | SS155 | Financial Aid Services |
| University Archives | Administration | AD360 | Records Disposition |
| University Archives | Administration | AD365 | Records Management |
| University Archives | Libraries, Archives and Museum | LA040 | Archives Services |
| University Centre | Teaching Programs | TP115 | Cultural Events Management |
| University Health Services | Student Services | SS205-04 | Health Services - Client encounter sheets |
| University Health Services | Student Services | SS205-20 | Health Services - Client case files |
| University Librarian | Libraries, Archives and Museum | LA010 | Access Services |
| University Librarian | Libraries, Archives and Museum | LA085 | Collection Development and Maintenance |
| University Librarian | Libraries, Archives and Museum | LA185 | Gifts and Exchanges |
| University Librarian | Libraries, Archives and Museum | LA365 | Reference Services |

| Primary offices | Directory Section | Series number | Series title |
|---|---|---|---|
| University Librarian; Computing and System Services; Faculty of Education; Faculty of Humanities; De | Teaching Programs | TP460 | Teaching Support Services |
| University Librarian's Office; Office of the University Secretary | Governance | GV420-55 | Senate Committee on Libraries |
| University Secretary | Governance | GV075-06 | Published Calendar |
| University Secretary | Governance | GV075-20 | Calendar case files |
| University Secretary | Governance | GV085-06 | Convocation programs |
| University Secretary | Governance | GV085-20 | Convocation - Diplomas |
| University Secretary, Administrative Registrar (SCART), VP Academic, Graduate Studies, Academic Unit | Student Records | SR445-20 | Student Academic Reviews - Appeal case files |
| University Secretary, Associate Vice President Legal Affairs | Governance | GV260-40 | Legal Matters - Human Rights case files |
| University Secretary, Associate Vice-President Legal Affairs | Governance | GV260-60 | Legal Matters - Legal actions and judgments |
| University Secretary, Ceremonies Office | Governance | GV085-04 | Convocation cards |
| University Secretary, President, VP Finance and Operations, Facilities Management | Governance | GV260-50 | Legal Matters - Land Titles |
| UVic Communication ServicesPresident's Office (President's Annual Report)All Offices (Unit publicati | Administration | AD340 | Public and Information Services |
| Vice-President Academic and Provost; Office of the University Secretary | Governance | GV420-15 | Senate Committee on Planning |
| VP Academic | Teaching Programs | TP130 | Departmental Review |

| Primary offices | Directory Section | Series number | Series title |
|---|---|---|---|
| VP Academic and Provost (Faculty), Human Resources (Other staff), Departmental offices (while active) | Human Resources | HR020-20 | Continuing/Regular Employees |
| VP Academic and Provost (for Term Faculty and Librarian files whose term extends over 1 year), Departmental Offices, Human Resources | Human Resources | HR020-30 | Temporary/Term Employees |
| VP Academic, Co-operative Education, Faculty and Academic Unit Offices | Teaching Programs | TP335 | Program Development |
| VP Academic, Human Resources, VP Finance & Operations, Accounting Services, Institutional Analysis | Human Resources | HR375-02 | General Reports |
| VP Academic. Faculties of Business and Education, Co-operative Education | Teaching Programs | TP010 | Academic Liaison Services |
| VPRE, Centres and Institutes | Research | RE070 | Research Centres |