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| University of British Columbia RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY | Schedule No.: 001-02 |
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| This is a recommendation to (check one): -- Establish retention/disposal schedule | Series Title: Unsuccessful Financial Aid Applications |
| | Office of Primary Responsibility (OPR): Awards and Financial Aid |

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| Purpose and Description of Records: Records comprise the University's record of unsuccessful applications for awards or assistance. Files contain applications for financial assistance, awards, scholarships, bursaries, etc., budget worksheets, assessment forms. |
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| Personal Information Bank? -- Yes | Vital Record? -- No | Retained by: -- Academic Year |
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| Retention Period (Years): Office -- C + 1 yr. Records Centre / Storage -- 0 yrs. Total -- C + 1 yr. | Final Disposition: -- Destruction |
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| Retention Instructions: Records are retained for the year of the unsuccessful application, plus one additional year, before being destroyed. |
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| Appraisal Rationale: Records in this series must be retained for at least one year after a student's last registration, or last contact with Awards and Financial Aid, in accordance with the requirements of Section 31 of the British Columbia Freedom of Information and Protection of Privacy (FOIPOP) Act. |
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| Date of Initial Publication: 12 August 1997 | Revisions: |
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