

<b>University of British Columbia</b> <b>RECORDS RETENTION SCHEDULE AND DISPOSAL</b> <b>AUTHORITY</b>	<b>Schedule No.:</b>  001-03
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<b>This is a recommendation to (check one):</b>  -- Establish retention/disposal schedule	<b>Series Title:</b>  Donor Files
	<b>Office of Primary Responsibility (OPR):</b>  Awards and Financial Aid

<b>Purpose and Description of Records:</b>  Records document the administration of awards and assistance programs administered by the University but funded through endowments and annual gifts provided by donors. Files contain donor contact information sheets, donor records (including announcements which are to be printed in the UBC Calendar), recommendations regarding who is to receive award, notices of award, and correspondence.
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<b>Personal Information Bank?</b>  -- No	<b>Vital Record?</b>  -- Yes	<b>Retained by:</b>  -- Continuous
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<b>Retention Period (Years):</b>  Office -- C + 5 yrs. Records Centre / Storage -- Total -- C + 5 yrs.	<b>Final Disposition:</b>  -- Selective retention by archives
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<b>Retention Instructions:</b>  Records are retained by Awards and Financial Aid until five years after the award programs are discontinued, at which time they shall be transferred to the University Archives for selective retention.
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<b>Appraisal Rationale:</b>  These can be considered vital records in that they document the administration of scholastic awards and financial assistance programs administered by the University.
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<b>Date of Initial Publication:</b>  12 August 1997	<b>Revisions:</b>
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