

University of British Columbia RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY	Schedule No.: 001-04
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This is a recommendation to (check one): Establish retention/disposal schedule	Series Title: External Donor Files
	Office of Primary Responsibility (OPR): Awards and Financial Aid

Purpose and Description of Records: Records document the University's involvement with awards and assistance programs which are subject to regulations as specified by external funding agencies. Awards and Financial Aid provides administrative support, while the Development Office acts as the University's official liaison. Files contain donor records (including announcements which are to be printed in the UBC Calendar), applications, and correspondence.

Personal Information Bank? -- No	Vital Record? -- No	Retained by: -- Academic Year
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Retention Period (Years): Office -- C + 5 yrs. Records Centre / Storage -- Total -- C + 5 yrs.	Final Disposition: X -- Selective retention by archives
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Retention Instructions: Records are retained 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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Appraisal Rationale: Since these programs are not actually administered by the University, they need not be considered vital records.

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