

<b>University of British Columbia</b> <b>RECORDS RETENTION SCHEDULE AND DISPOSAL</b> <b>AUTHORITY</b>	<b>Schedule No.:</b>  001-06
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<b>This is a recommendation to (check one):</b>  -- Establish retention/disposal schedule	<b>Series Title:</b> Summer Session Bursary and Scholarship Applications <hr/> <b>Office of Primary Responsibility (OPR):</b> Awards and Financial Aid
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<b>Purpose and Description of Records:</b>  Records comprise the University's record of unsuccessful applications for bursaries and scholarships, from students entering summer session programs. Successful applications are included in the student docketts.  Files may contain applications for financial assistance, awards, scholarships, bursaries, etc., budget worksheets, assessment forms, and notices of award.
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<b>Personal Information Bank?</b>  -- Yes	<b>Vital Record?</b>  -- No	<b>Retained by:</b>  -- Academic Year
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<b>Retention Period (Years):</b>  Office -- Current + 1 yr. Records Centre / Storage -- 0 yrs. Total -- Current + 1 yr.	<b>Final Disposition:</b>  -- Destruction
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<b>Retention Instructions:</b>  Records are retained for the year of the unsuccessful application, plus one additional year, before being destroyed.
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<b>Appraisal Rationale:</b>  Records in this series must be retained for at least one year after a student's application has been processed, 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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**Revisions:**