

University of British Columbia RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY	Schedule No.: 001-07
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This is a recommendation to (check one): -- Establish retention/disposal schedule	Series Title: Computer Reports for Selection of Award Recipients Office of Primary Responsibility (OPR): Awards and Financial Aid
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Purpose and Description of Records:

The series consists of computer generated reports listing applicants for awards and financial assistance, and their eligibility for such funds.

Personal Information Bank? -- Yes	Vital Record? -- No	Retained by: -- Academic Year
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Retention Period (Years): Office -- C + 1 Records Centre / Storage -- Total -- C + 1 (see note under "Retention Instructions")	Final Disposition: X -- Destruction (see note under "Retention Instructions")
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Retention Instructions:

Records, except those for UBC Scholarships, are to be retained for one year after the funds from the awards or financial assistance program in question have been awarded, and then destroyed. UBC Scholarship records may be retained four years for statistical analysis purposes.

These reports may be retained by the individual staff responsible for generating them for specific projects, rather than filed in a central location.

Appraisal Rationale:

Records in this series must be retained for at least one year, in accordance with the requirements of Section 31 of the British Columbia Freedom of Information and Protection of Privacy (FOIPOP) Act.

**Date of Initial
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Revisions: