

<b>University of British Columbia</b> <b>RECORDS RETENTION SCHEDULE AND DISPOSAL</b> <b>AUTHORITY</b>	<b>Schedule No.:</b>  002-04
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<b>This is a recommendation to (check one):</b>  X -- Establish retention/disposal schedule	<b>Series Title:</b>  Computer Reports
	<b>Office of Primary Responsibility (OPR):</b>  Financial Services

<b>Purpose and Description of Records:</b>  The series consists of two sub-series: Cheque Listings, and Diagnostics. The records document transactions made on the Financial Records System, and are used to back up those transactions.
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<b>Personal Information Bank?</b>  X -- No	<b>Vital Record?</b>  X -- No	<b>Retained by:</b>  X -- Fiscal Year
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<b>Retention Period (Years):</b>  Office -- C + 1 Records Centre / Storage -- Total -- C + 1	<b>Final Disposition:</b>  X -- Destruction
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<b>Retention Instructions:</b>  Financial Services is the only office which retains these records, and shall keep them for C + 1 years.
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<b>Appraisal Rationale:</b>  Because they are used only to document and back up FRS transactions, they need only be retained for one fiscal year.
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