

University of British Columbia RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY	Schedule No.: 005-04
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This is a recommendation to (check one): X -- Establish retention/disposal schedule	Series Title: Grant Applications
	Office of Primary Responsibility (OPR): Research Services

Purpose and Description of Records: Series consists of records of grant applications, both successful and unsuccessful. Files contain applications, which include information regarding the applicant, discussions of the proposed projects, project budgets and finances, project objectives, and details of grant administration; and covering letters. Records provide evidence of the administration of grants and grant programs.

Personal Information Bank? X -- No	Vital Record? X -- No	Retained by: X -- Continuous
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Retention Period (Years): Office -- Current Records Centre / Storage -- 3 yrs. / 2 yrs. Total -- C + 3 / C + 2	Final Disposition: X -- Destruction
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Retention Instructions: Records of successful applications are retained by Research Services while the research project is ongoing, plus three years; those of unsuccessful applications are retained for two years. Other offices holding copies of these records shall retain them while they are current, plus one year, then destroy them.
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Appraisal Rationale:

Records in this series must be retained for at least one year after the researcher is terminated by his/her department or faculty, in accordance with the requirements of Section 10(2) of the British Columbia *Employment Standards Act*, and Section 31 of the *Freedom of Information and Protection of Privacy [FOIPOP] Act*.

Although records kept outside Research Services largely duplicate that which is retained there, they may contain additional information. Therefore, in order to guarantee full compliance with both statutes, offices should also retain those files for a full year after termination.

**Date of Initial
Publication:**

12 August 1997

Revisions: