

<b>University of British Columbia</b> <b>RECORDS RETENTION SCHEDULE AND DISPOSAL</b> <b>AUTHORITY</b>	<b>Schedule No.:</b>  006-06
---	------------------------------------

<b>This is a recommendation to (check one):</b>  X -- Establish retention/disposal schedule	<b>Series Title:</b>  SIS Change of Registration Forms
	<b>Office of Primary Responsibility (OPR):</b>  Registrar's Office (see note under "Purpose and Description of Records")

<b>Purpose and Description of Records:</b>  Records of additions and corrections entered onto SIS, such as adding or dropping of courses, changing courses to "audit" status, or withdrawal from the University. This is done by the Registrar's Office only if it cannot be done through TELEREG or by a student's own faculty, or if a student is registered as "unclassified" - otherwise, it is done by the student through TELEREG, or by the faculty office.  Each worksheet includes data that is to be entered into SIS. Data entry is done in daily "batch jobs", and the worksheets are retained by the batch.
--

<b>Personal Information Bank?</b>  X -- No	<b>Vital Record?</b>  X -- No	<b>Retained by:</b>  X -- Academic Year
--	-------------------------------------	---

<b>Retention Period (Years):</b>  Office -- 0 yrs. Records Centre / Storage -- 2 yrs. Total -- 2 yrs.	<b>Final Disposition:</b>  X -- Destruction
---	---

<b>Retention Instructions:</b>  Worksheets are stored in batches by the office which processes them, and are to be retained for two academic years after processing.
--

**Appraisal Rationale:**

Worksheets should be retained in order to allow staff to back-check SIS data entry. However, this cannot reasonably be assumed to take more than two years, so they should be destroyed at the end of that period.

**Date of Initial  
Publication:**

12 August 1997

**Revisions:**