University of British Columbia RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY	Schedule No.: 006-07

This is a recommendation to (check one): X -- Establish retention/disposal schedule	Series Title: SIS Error Reports
	Office of Primary Responsibility (OPR): Registrar's Office or Graduate Studies

Purpose and Description of Records:

Records of errors that occur during transactions on SIS. Series consists of computer print-outs produced during each daily "batch job" or overnight up-date job done by Computing and Communications, which note any errors which occurred (such as fee calculation errors, address errors, or mistakes from transfers from the admissions computer system).

Personal Information Bank? X -- No	Vital Record? X -- Yes	Retained by: X -- Academic Year

Retention Period (Years): Office -- 1 yr. Records Centre / Storage -- 0 yrs. Total -- 1 yr.	Final Disposition: X -- Destruction

Retention Instructions:

Print-outs to be retained for one academic year after processing.

Appraisal Rationale:

Data contained in this series allows Registrar's Office and Graduate Studies staff to track errors which may occur during SIS batch processing. However, this cannot reasonably be assumed to take more than one year, so they should be destroyed at the end of that period.

Date of Initial Publication: 12 August 1997	Revisions: