

University of British Columbia RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY	Schedule No.: 006-08
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This is a recommendation to (check one): <input checked="" type="checkbox"/> -- Establish retention/disposal schedule	Series Title: Records of Unsuccessful Applicants <hr/> Office of Primary Responsibility (OPR): Registrar's Office or Graduate Studies
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Purpose and Description of Records: This series contains the records of prospective students whose applications to the University were unsuccessful, or who were accepted but chose not to attend. Only the records of accepted individuals who chose not to attend are entered on SIS. Each file may contain academic transcripts from other institutions; letters of reference; medical notices; correspondence, including inter-office memos, and copies of the letter of refusal (Faculty/School offices only); and test scores.

Personal Information Bank? <input checked="" type="checkbox"/> -- Yes	Vital Record? <input checked="" type="checkbox"/> -- Yes	Retained by: <input checked="" type="checkbox"/> -- Academic Year
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Retention Period (Years): Office -- 1 yr. Records Centre / Storage -- 0 yrs. Total -- 1 yr.	Final Disposition: <input checked="" type="checkbox"/> -- Destruction
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Retention Instructions: Dockets of unsuccessful University applicants, as well as SIS entries for "refusals", are to be kept for one academic year after the original application is processed. Copies of these records held by academic offices are also to be retained for one year. Records of successful applicants are transferred to their respective student docket series (undergraduates, masters, or PhD's) once they are officially accepted into their program.

Appraisal Rationale:

Records in this series are used during the process of admitting a student to a program. Therefore, they must be retained for at least one year after a student's last recorded contact with the Registrar's Office, in accordance with the requirements of Section 31 of the British Columbia *Freedom of Information and Protection of Privacy (FOIPOP) Act*.

Because of the bulk of these records, and the fact that any information of long-term value that they contain is stored on SIS, it would not be cost-effective to retain them beyond the one-year period prescribed by the FOIPOP Act.

The retention policies outlined on this form are also in accord with the policy statement entitled "Registrar's Office Student Record Retention Policy", adopted January 1992.

**Date of Initial
Publication:**

12 August 1997

Revisions: