

<b>University of British Columbia</b> <b>RECORDS RETENTION SCHEDULE AND DISPOSAL</b> <b>AUTHORITY</b>	<b>Schedule No.:</b>  006-09
---	------------------------------------

<b>This is a recommendation to (check one):</b>  X -- Establish retention/disposal schedule	<b>Series Title:</b> Medical Certificates <hr/> <b>Office of Primary Responsibility (OPR):</b> Faculties/Schools
---	---

**Purpose and Description of Records:**

These are certificates issued by physicians, for students entering programmes in Medicine, Nursing, and Dentistry, confirming that they are not suffering from any communicable diseases. The records are processed by the individual faculties and schools, not the Registrar's Office.

These records may be filed in the relevant student docket series, rather than kept separately.

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

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

**Retention Instructions:**

The Faculties of Medicine and Dentistry and the School of Nursing shall retain these records for one academic year after a student's last registration.

**Appraisal Rationale:**

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

**Date of Initial  
Publication:**  
  
12 August 1997

**Revisions:**