

<b>University of British Columbia</b> <b>RECORDS RETENTION SCHEDULE AND DISPOSAL</b> <b>AUTHORITY</b>	<b>Schedule No.:</b>  006-10
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<b>This is a recommendation to (check one):</b>  X -- Establish retention/disposal schedule	<b>Series Title:</b>  Sessional Evaluations
	<b>Office of Primary Responsibility (OPR):</b>  Faculty and School offices

<b>Purpose and Description of Records:</b>  This series consists of evaluation forms, produced by the Registrar's Office, which are used for the adjudication of final grades by the Faculties and Schools. The forms list each student in each class with their assigned grades. During the adjudication process, the Faculties and Schools either approve those grades, or make adjustments based on student illness, unavoidable absences from class, and other factors which might have affected grades. When adjudication is complete (around June each year), the Sessional Evaluations are submitted to the Registrar's Office for processing (information is transferred to SIS), and then are returned to the respective Faculties/Schools.
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<b>Personal Information Bank?</b>  X -- No	<b>Vital Record?</b>  X -- Yes	<b>Retained by:</b>  X -- Calendar Year
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<b>Retention Period (Years):</b>  Office -- Records Centre / Storage -- Total -- Permanent	<b>Final Disposition:</b>  X -- N/A
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<b>Retention Instructions:</b>  Sessional Evaluations are retained permanently by each Faculty.
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<b>Appraisal Rationale:</b>  These records are considered both vital and permanently valuable, because they document the Senate adjudication process, and therefore they demonstrate accountability, as well as supplement the University's official academic records as kept on SIS and in the Student Dockets.
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