

University of British Columbia RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY	Schedule No.: 006-12
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This is a recommendation to (check one): X -- Establish retention/disposal schedule	Series Title: Change of Grade Forms <hr/> Office of Primary Responsibility (OPR): Registrar's Office or Graduate Studies
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Purpose and Description of Records:

Series consists of forms, completed by students, professors, admissions staff, and Faculty/School advisors, which authorize changes in students' academic records due to appeals or errors in grading.

Personal Information Bank? X -- No	Vital Record? X -- Yes	Retained by: X -- Academic Year
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Retention Period (Years): Office -- 4 or 5 yrs. Records Centre / Storage -- 0 yrs. Total -- 4 or 5 yrs.	Final Disposition: X -- Destruction
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Retention Instructions:

Records are retained for either four (Registrar's Office) or five years (Graduate Studies). If other academic offices receive copies, they are to be kept for one year.

Appraisal Rationale:

Records document changes to students' academic records, and so should be considered a vital record.

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