

University of British Columbia
RECORDS RETENTION SCHEDULE AND DISPOSAL
AUTHORITY

Schedule No.:

006-13

This is a recommendation to (check one):

X -- Establish retention/disposal schedule

Series Title:

Reports of Grades

Office of Primary Responsibility (OPR):

Registrar's Office

Purpose and Description of Records:

These are lists of students, produced from SIS by Computing and Communications and sent by the Registrar's Office to Faculties and Schools, which in turn note the student's grades and return them to the Registrar's Office. They include the name, student number, and assigned grade of each student in that class or course section. They are used in the production of Sessional Evaluations, used in the adjudication of final grades.

Personal Information Bank?

X -- No

Vital Record?

X -- No

Retained by:

X -- Academic Year

Retention Period (Years):

Office -- 8 yrs.

Records Centre / Storage -- 0 yrs.

Total -- 8 yrs.

Final Disposition:

X -- Destruction

Retention Instructions:

Reports of Grades are to be retained by the Registrar's Office for 8 years, and by their originating departments for one year.

Appraisal Rationale:

These records are to be retained for at least one year after a student's last registration, in accordance with the requirements of Section 31 of the British Columbia *Freedom of Information and Protection of Privacy (FOIPOP) Act*.

Although Reports of Grades are necessary for the determination of final grades, the information is readily available from professors' course records, so they need not be considered vital records.

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