

<b>University of British Columbia</b> <b>RECORDS RETENTION SCHEDULE AND DISPOSAL</b> <b>AUTHORITY</b>	<b>Schedule No.:</b>  006-14
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<b>This is a recommendation to (check one):</b>  X -- Establish retention/disposal schedule	<b>Series Title:</b> Applications for Graduation <hr/> <b>Office of Primary Responsibility (OPR):</b> Registrar's Office
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**Purpose and Description of Records:**

These forms are completed by students who intend to graduate that year, and returned to the Registrar's Office. They initiate the administrative process of admitting students to the University's Convocation.

<b>Personal Information Bank?</b>  X -- Yes	<b>Vital Record?</b>  X -- Yes	<b>Retained by:</b>  X -- Academic Year
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<b>Retention Period (Years):</b>  Office -- 1 yr. Records Centre / Storage -- Total -- 1 yr.	<b>Final Disposition:</b>  X -- Destruction
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**Retention Instructions:**

Records to be retained in the Registrar's Office for one year.

**Appraisal Rationale:**

As a personal information bank, these records must 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*. These records are necessary to initiate the administrative process of formally graduating students from the University, so they should be considered vital records. However, because they only have one purpose, they are of little or no long-term value, so should not be retained for more than one year.

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12 August 1997

**Revisions:**