

University of British Columbia RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY	Schedule No.: 006-15
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This is a recommendation to (check one): X -- Establish retention/disposal schedule	Series Title: Faculty Lists for Graduation
	Office of Primary Responsibility (OPR): Registrar's Office

Purpose and Description of Records: These records are lists compiled by the Registrar's Office and sent to the Faculties and Schools for their approval, consisting of the names of students that they expect to graduate at the next Convocation. They are used by staff to answer inquiries regarding past graduates. They have been retained since 1979.

Personal Information Bank? X -- Yes	Vital Record? X -- No	Retained by: X -- Academic Year
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Retention Period (Years): Office -- Records Centre / Storage -- Permanent Total --	Final Disposition: X -- N/A
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Retention Instructions: Registrar's Office retains these records permanently, and other offices keep them 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.

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